



**American Society
of Farm Managers
& Rural Appraisers**

THE MOST TRUSTED RURAL
PROPERTY PROFESSIONALS

CHAPTER OFFERING INFORMATION FORM—ONLINE/VIRTUAL EVENTS

The American Society of Farm Managers and Rural Appraisers® (ASFMRA) would like to help you promote your annual chapter offerings. Please complete this form and return to MGuszak@ASFMRA.org. If you have any questions, please contact Michelle Guszak at 303-692-1225 or via email: MGuszak@ASFMRA.org.

COURSE & CONTACT INFORMATION

Chapter: _____

Primary Contact: _____

Phone: _____

Email: _____

Course Name: _____

Date(s), Time(s) and time zone: _____

of CE Hours Offered: _____

Instructor Name(s): _____

Do you need assistance with state approvals? ☐ Yes ☐ No

If yes, Deanna Ilk will follow up with the primary contact for more details.

Course Name: _____

Date(s), Time(s) and time zone: _____

of CE Hours Offered: _____

Instructor Name(s): _____

Do you need assistance with state approvals? ☐ Yes ☐ No

If yes, Deanna Ilk will follow up with the primary contact for more details.

If offering more than 2 courses, please attach an additional form.

EVENT INFORMATION

Please send complete timed event outline/agenda attached with this form.

Event Location: ☐ ASFMRA Zoom ☐ Chapter platform

Who's facilitating the event? ☐ ASFMRA ☐ Chapter

Type of Event (if ASFMRA is facilitating):

☐ Meeting ☐ Webinar (contact Michelle for details)

Will there be breakout sessions? ☐ Yes ☐ No

Will there be a chapter meeting? ☐ Yes ☐ No

Date & Time: _____

Will there be a board meeting? ☐ Yes ☐ No

Date & Time: _____

REGISTRATION DETAILS

Who will be responsible for managing the registration details? ☐ ASFMRA ☐ Chapter or Entity

Is there a limit or space constraints for the classroom/event size? ☐ Yes Max. # _____ ☐ No

(ASFMRA suggests 30 participants as a good max number for best interactions between students and instructor/s during seminars and courses)

Do you have a minimum number of students needed to have this education/event? ☐ Yes Min. # _____ ☐ No

What date do we need to close registration?

There is a 3.5% transaction fee for ASFMRA to handle registration

Registration Fees:

Activity/Course	Member	Non-Member

Please fill in blanks with appropriate title(s), course name(s) and fees associated with member v. non-member. Include all events even if at \$0.

Which day would you like to receive registration reports?

Weekly on | ☐ Mon ☐ Tue ☐ Wed ☐ Thu ☐ Fri

What is the cancellation policy? (list any dates and fees that apply if an attendees cancels, or process needed if event is cancelled. Attach additional page if need for more instruction.

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COURSE MATERIALS/DIGITAL MAILING

If you need materials prepared and e-mailed by ASFMRA staff, please complete the following information.

Digital Shipping Contact Name:

Phone: _____

Email: _____

We will prepare and e-mail:

- *Course materials and handouts
- *Meeting/Course Registration Roster
- *Sign-in sheets (if chapter is facilitating)
- *Certificate Order Forms to students

You will e-mail back to ASFMRA:

- *Sign-in sheets
- *Screen shots of meeting

OTHER IMPORTANT INFORMATION YOU WANT/NEED ASFMRA TO KNOW ABOUT?

ASFMRA SERVICES AND FEES

If you choose an ASFMRA Course or Seminar, the fees for the ASFMRA Services are as follows

ASFMRA Provides:

- Student and Instructor Materials
- Roster of registrants provided
- Marketing Support on the national website and email announcements
- State approvals (broker approval may incur additional fees)
- Certificate production and distribution
- Documentation of course completion for each student in ASFMRA database

Chapter Will Be Responsible For:

- Securing Instructor
- Instructor fees and expenses
- Local marketing expenses

Pricing	1/2 Day	1 Day	Each Additional Day
Per Student Fee (invoice amount determined by final attendance)	\$60	\$100	Add \$5 to the Per Student Fee for each additional day
ASFMRA Facilitation fee	\$150	\$300	
Ethics	\$25		
USPAP		\$100	

Please complete this form and return along with any additional documentation to ASFMRA.

Attention to Michelle Guszak at MGuszak@ASFMRA.org.