

REIMBURSEMENT POLICY

For Idaho REALTORS® Leadership Academy

Policy drafted by BRR's Bylaws & Governance Committee and ratified by the Board of Directors on August 15, 2024.



Eligibility Criteria:

- Applicants must meet the following requirements:
 - Be actively licensed as a REALTOR® for at least two years.
 - Be a Primary Member in good standing with BRR (Boise Regional REALTORS®) at the time of application.
 - Served as a BRR or RCF (REALTORS® Community Foundation) Board Member, or a BRR Committee Member.

Application for Reimbursement:

- Applications accepted November 1-30, annually.
- A completion certificate must be submitted with the application (applications without a completion certificate will not be considered).
- Applications processed on a first come, first serve basis.
- Completion and submission of an application does not guarantee reimbursement.
- Reimbursement requests can only be made for the current calendar year; retroactive requests will not be considered.
- Per IRS guidelines, BRR will issue a 1099 form if warranted.

Amount and Allocation:

- Reimbursements are granted to a limited number of individuals annually based on Board approval and within the allocated budget of \$5,000.
- A flat reimbursement of \$1000 will be allocated to those who meet the eligibility criteria and application deadline, on a first come, first serve basis.
- Reimbursements will be limited to the first five qualified applicants. If there are more than five qualified applicants, the BRR Board will determine if additional funds may be allocated.

Advertising:

- BRR should advertise the availability of reimbursement opportunities to eligible members through appropriate channels, including newsletters, website announcements, and member communications.