SIOR chapters are eligible to receive up to a total of $1,500 in reimbursement funds for advertisements and/or hosted recruitment events that took place between January 1, 2023 - December 31, 2023. **Reimbursements cannot exceed the total cost of the advertisement or event.**

* Advertisements must adhere to SIOR brand guidelines to qualify for reimbursement.
* Recruitment expenses will be reimbursed at a rate of $100 per prospective member and after recognizing any sponsor revenue funding the event.
	+ Reimbursement is only for expenses incurred by the chapter.
	+ Current Member Associates are not eligible for reimbursement.

**Please fill out this form and submit the completed application, along with any applicable supporting documentation, to** **membership@sior.com****.**

**ADVERTISEMENT REIMBURSMENTS**

* Invoice or receipt
* Copy of advertisement

**RECRUITMENT REIMBURSEMENTS**

* Invoice(s) or receipt(s)
* List of prospect attendees (Table 4)

|  |
| --- |
| **CHAPTER INFORMATION** |
| **CHAPTER NAME:** |  |  |
| **REIMBURSEMENT TYPE:** |  | [ ]  Advertisement [ ]  Recruitment Event (page 2) |
| **PAYMENT INFORMATION:** |  | [ ]  Direct Deposit [ ]  CheckIf check, please provide mailing address. |

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| **ADVERTISEMENT REIMBURSEMENT** |
| **TYPE:** |  | [ ]  Print [ ]  Digital [ ]  Both |
| **PUBLICATION DATE / RUN TIME:** |  |  |
| **NAME OF PUBLICATION / SITE:** |  |  |
| **TOTAL COST OF AD:** |  |  |
| **REIMBURSEMENT AMOUNT:** |  |  |

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| **RECRUITMENT REIMBURSEMENT** |
| **TYPE:** |  | [ ]  Luncheon [ ]  Reception [ ]  Educational[ ]  Networking [ ]  Other (please describe) |
| **EVENT DATE:** |  |  |
| **TOTAL COST OF EVENT:** |  |  |
| **NUMBER OF PROSPECTS:** |  |  |
| **REIMBURSEMENT AMOUNT:** |  | # of prosects \* $100 |
| **BRIEF EVENT SUMMARY:** |  |  |

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| **PROSPECT ATTENDEES** |
| **MEMBER TYPE** | **SPECIALTY** | **NAME / COMPANY** | **ADDRESS** | **PHONE / EMAIL** |
| *Designee* | *Industrial* | *John Smith* *ABC Real Estate* | *123 Abc Street**City, State, Zip* | *jsmith@domain.com**xxx.xxx.xxxx* |
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Member Type = Designee or Member Associate | Specialty = Industrial of Office