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**](mailto: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  Check  If check, please provide mailing address. |

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

|  |  |  |
| --- | --- | --- |
| **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:** |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **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