



## **ASSOCIATION EXECUTIVE FELLOWSHIP INFORMATION**

### **Preface:**

PREF is a charitable organization funded through tax-deductible contributions from REALTORS®. The Foundation's purpose is to heighten the real estate profession through education within the real estate industry in Pennsylvania. For more information on PREF, visit [www.parealtor.org](http://www.parealtor.org).

### **Background Information:**

The PREF Association Executive Fellowship encourages member association staff, who perform the duties of the (1) Association Executive, or (2) staff specialist as recommended by the Association Executive, to complete the education requirements in pursuit of the NAR sponsored REALTOR® Association Certified Executive (RCE) designation.

This voluntary certification program is designed to elevate the level of knowledge and expertise of professional staff administrators. An association executive and/or staff specialist with superior management skills, an acute sense of industry trends, an in-depth understanding of association issues, and expert problem solving and team building skills ensures a prosperous future for the association and all its members.

Two fellowships per year are available in the amount of \$600 per Fellow. Upon approval of the fellowship request, funds are made payable to the respective association according to the following disbursement schedule:

- 1) \$300 at the time fellowship is approved
- 2) \$300 when documentation of completed designation is provided to PREF

### **Eligibility:**

Any interested association staff executive or staff specialist may apply. The Fellowship applies to courses taken after the Fellowship has been approved. Applicants are required to complete and forward the fellowship application requesting approval of the one time funding on or before March 31, along with a copy of the completed RCE application. Preference will be given to staff executives. In the event of a staff specialist application, the candidate must submit a letter of recommendation from the association's staff executive.

### **Application Procedure:**

Fellowship applications must be submitted directly to PREF, 4501 Chambers Hill Road, Harrisburg, PA 17111. Application deadline for the program is March 31 of each year. Fellowship approvals will be announced following each spring PREF meeting.

A complete application must include the following items:

1. Fellowship Application Form completed and signed by the applicant and the Association's President or Treasurer.
2. Copy of completed RCE application.
3. Letter of recommendation from the Association Executive (if submitted by support staff)
4. Letter of reference from the applicant's President.



## ASSOCIATION EXECUTIVE FELLOWSHIP REQUEST

Submit completed application to PREE, 4501 Chambers Hill Road, Harrisburg, PA 17111 or fax (717) 561-8796. *Any and all supporting documentation as required must accompany application.*  
Please type or print clearly. **Application deadline: March 31**

Name \_\_\_\_\_ Association \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

Length of service in Realtor® Association Management: \_\_\_\_\_

### Education History:

### Extracurricular Activities:

### Honors, Awards, Accomplishments:

### Career Goals:

How will this fellowship enhance your ability to achieve your career goals?

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

*(If Applicable)*  
Signature of Chief Staff Executive \_\_\_\_\_ Date \_\_\_\_\_

We support and appreciate the effort of PREE to assist in the completion of the extensive course of study in association management. We further agree that this program of professional development is an investment in our association's future and we agree to abide by the Fellowship guidelines outlined on page 1.

Signature of President or Treasurer \_\_\_\_\_ Date \_\_\_\_\_

Association \_\_\_\_\_