

January-June 2019

RECRUITMENT OPPORTUNITIES

WHO: Designated Realtors® (DRs)
Charlotte Regional Realtor® Association

WHERE: Mingle School of Real Estate
1201 Greenwood Cliff, Charlotte, NC



**Mingle School
of Real Estate**
THE OFFICIAL SCHOOL OF
THE CHARLOTTE REGIONAL
REALTOR® ASSOCIATION

COST: **Recruitment Table:** **\$20 plus cost of snacks (morning classes)**
\$30 plus cost of snacks (evening classes)

Includes setup tables for firm materials and database of participating students enrolled in the class. No presentation.

Recruitment Lunch Presentation: **\$60 plus cost of lunches (weekday classes)**
\$80 plus cost of lunches (weekend classes)

Includes 30-minute presentation and database of participating students enrolled in the class.

Prelicensing class database includes: names, mailing addresses and e-mail addresses for students who wish to be included in the database. The list does not include telephone numbers.

Deadline for registration is Dec. 7.

Mingle School will send dates for lunch presentations and/or snack tables to firms by Dec. 14. Schedules will be assigned to firms on a first-come, first-served basis.

Participating firm must:

- Submit payment 15 days prior to the scheduled event. **(If payment has not been received by the deadline, the opportunity will be canceled and available for another firm.)**
- Submit the registration form for Recruitment Lunch presentations, snack tables and the database for the upcoming year by the Dec. 7 deadline.
- Permit Mingle to schedule sessions for each firm on a rotating basis.
- Limit lunch presentations to 30 minutes or less. Mingle must ensure students have a break prior to class resuming. **Failure to comply with the time limit for lunch presentations can result in withdrawal from the recruiting program.**
- Agree that if the firm owns or is affiliated with a real estate school, the participating firm will not speak about its school during Mingle Recruitment Lunches. Participants can speak about training provided by their companies, but should refrain from speaking about or referencing licensing and continuing-education classes offered by their schools/firms or other real estate schools and are prohibited from sending students licensing course materials or study resources not approved or sanctioned by Mingle School.
- **Abide by Article 15 of the Code of Ethics.** Realtors® shall not knowingly or recklessly make false or misleading statements about competitors, their businesses or their business practices. The best policy is not to mention, discuss or comment on any other real estate company.

Recruitment Guidelines & Policies

Mingle will:

- Promote and advertise recruitment opportunities to students in the Prelicensing classes.
- Send an email and telephone reminder, and provide a lunch/snack head count to firms at least two days prior to the event.
- Provide the database of students from each class within two weeks after the start of each class.
- Provide tables in the break area for lunches/snacks.
- Schedule firms on a rotating basis. Mingle will assign dates depending on the number of firms wanting lunch presentations and/or snack tables.

Participating firm must:

- Provide any and all presentation materials, including projectors and computers. The Mingle School will provide a screen, media cart and/or microphone by request. **Instructor equipment cannot be used, moved or touched.**
- Set up food in the Cyber Cafe or designated break area.
- Have a representative from its firm at the Mingle School when food arrives for lunch presentations.
 - Weekday classes: Our policy prohibits us from allowing firms to arrive prior to 11:30 a.m. Food should be delivered no more than 30 minutes prior to the scheduled recruiting time.
 - Weekend classes: Our policy prohibits us from allowing firms to arrive prior to noon. Food should be delivered no more than 30 minutes prior to the scheduled recruiting time.
- Mingle is not responsible for signing catering invoices or credit card receipts.
- Please note that Mingle staff is not responsible for food setup or cleanup.
- Clean up all foods, beverages, snacks and materials after sessions. All materials and food must be cleaned up by 2 p.m. for the morning or weekend session and by 9:30 p.m. for the evening session.
- Return tables to their original locations.
- Provide an enthusiastic presentation for the students. They want to learn about your company!
- Notify Mingle staff if the firm contact changes. Mingle needs the new contact name, phone number and e-mail address.

The Mingle School of Real Estate recruiting program is available to association member firms seeking to recruit new agents. The firm's Designated Realtor® (Broker-in-Charge) must complete and return both forms.

Recruiting firms are not permitted to have vendors and/or business partners (i.e., financial institutions, attorneys, home inspectors, warranty companies, etc.) participate in the recruiting program or provide the lunch or refreshments for students. Vendors and/or firm business partners looking to reach new licensees/agents can seek opportunities under the association's sponsorship and advertising programs.

No-Show and Cancellation Policy:

72-hour notice is required if a recruiter needs to cancel his or her scheduled recruitment date. When a firm provides at least 72-hours' notice, the Mingle School of Real Estate will either reschedule their recruiting date or send a refund less a \$10 administration fee per recruiting date. Failure to provide 72-hours' notice is considered a no-show and the firm is ineligible for a refund. Firms with two or more no-shows are ineligible to participate in future recruitment activities and are ineligible for a refund. If Mingle School of Real Estate cancels a class, the firm will receive a full refund for the scheduled recruiting date.

Special Note: 2019 brings exciting changes at the Mingle School. Due to an anticipated move in 2019, we are only scheduling recruiting through June 2019. You will receive more information this spring concerning the remainder of the 2019 recruiting schedule.



By signing below, the firm and its representatives agree to abide by the provisions outlined above.

- Please email this form to emily.bullock@carolinahome.com with your registration form.
- Please keep a copy for your records. Mingle will email you an invoice.
- Be advised that failure to comply with any of these guidelines and policies may result in cancellation of this recruitment agreement.
- DRs and all firm representatives will be responsible for compliance with the guidelines and policies.

Firm Name

Designated Realtor®/Broker-in-Charge

Name (Please print)

Date

Signature (Required)

Please make checks payable to the Mingle School of Real Estate. Checks must be given or mailed to Emily Bullock, P.O. Box 35511, Charlotte, NC 28235. For questions call 704.940.3176.

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REGISTRATION FORM

Deadline for registration is Dec. 7.

Choose any or all of the following:

Our firm wishes to participate in Recruitment Lunch presentations for weekday classes. (Three weekday Prelicensing classes scheduled January-June 2019.)

Maximum opportunities: Three schedules
We wish to participate in _____ schedules.

Cost per schedule: \$60 and the cost of lunches**

Our firm wishes to participate in Recruitment Lunch presentations for weekend classes. (Four weekend Prelicensing classes scheduled January-June 2019.)

Maximum opportunities: Four schedules
We wish to participate in _____ schedules.

Cost per schedule: \$80 and the cost of lunches

Our firm wishes to participate in Recruitment tables for morning and/or evening class schedules. (Two morning and three evening weekday Prelicensing classes are scheduled January-June 2019. Note: Class hours are 9 a.m.-1:30 p.m. for the morning classes and 6:15-9:30 p.m. for the evening classes.)

Maximum opportunities for morning: Two schedules
Maximum opportunities for evening: Three schedules

We wish to participate in _____ morning schedules.
We wish to participate in _____ evening schedules.

Cost per schedule: \$20 plus cost of snacks (morning classes)
\$30 plus cost of snacks (evening classes)**



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Please be sure the proper boxes are checked and complete the following information.

Email to: emily.bullock@carolinahome.com

FIRM:

CONTACT NAME:

PHONE:

E-MAIL:

ADDRESS:

****Special Note:** In 2019 construction of the Association's new building will continue. Morning and weekday Broker Prelicensing classes will be limited in size due to parking limitations during construction. As a result, we are reducing the cost for our morning and weekday recruiting schedules.