



Student Real Estate Experience

Chapter Instructions

PURPOSE: Provide a program that will enable undergraduate and graduate students to attend industry wide conferences as well as regional and chapter events.

GOAL: To promote the Commercial Real Estate industry as a viable and exciting career option to potential professionals.

ELIGIBILITY: Full-time students enrolled in a real estate, business, economics or finance program as a junior or senior at the undergraduate level, or enrolled in a graduate program. Students must be 21 years of age prior to attendance.

FUNDING: The Program is funded as all other chapter programs; 50% by the local chapter, 50% by the SIOR Foundation as a matching grant. Funding from the Foundation is granted on a first come/first serve basis. The program is limited to 10 students per conference; each chapter is limited to 2 student attendees per conference and a \$1000 per student match.

SAMPLE BUDGET**

Registration \$620

Hotel Room \$750

Travel \$500

Misc. \$130

TOTAL \$2000 - \$1000 from the local chapter and \$1000 from SIOR

Foundation

** Sample Budget based on reduced rate for attendance at an SIOR World Conference; single room occupancy.

LOGISTICS:

- 1) The local chapter is responsible for recruitment and selection of eligible students. For participation in an SIOR World Conference, selections must be made and applications, along with proof of age, sent to the SIOR Foundation prior to the Early Bird registration deadline.
- 2) SIOR will register students and the chapter will receive an invoice from SIOR for the registrations. The invoice will need to be paid in full by the chapter before a hotel room is reserved.
- 3) Following the conference, the chapter will receive an invoice for the hotel room from SIOR as well. This will need to be paid in full by the chapter.

- 4) The students will be given instructions to contact the SIOR Foundation's travel agent. She will arrange all travel. An invoice will be sent directly to the chapter and will need to be paid in full.
- 5) Following the conference, the students will be sent an expense form for any costs that they incurred out of pocket. The Foundation will pay them directly.
- 6) A current SIOR must act as a mentor at the conference and commit to the following:
 - a. Meet prior to traveling to the conference or at the start of the conference to plan out the student's conference schedule and activities.
 - b. The mentor should take students to all events he or she would normally attend including, but not limited to, general sessions, breakouts, dinners, parties and committee meetings if the meeting is an "open" meeting.
 - c. When possible, student and mentor should recap at the end of each day to talk through the experience and discuss upcoming events

GRANT SUBMISSION & PAYMENT: Following the conference, chapter administrators will forward the following information to SIOR Foundation staff to receive matching funds:

- 1) Completed student questionnaires
- 2) Copies of all receipts pertaining to travel, room and misc. expenses
- 3) Once all invoices have been paid, the chapter will send all receipts and the grant form to the SIOR Foundation Director. Costs will be calculated and a check for half the expenses will be sent to the chapter.

FOLLOW-UP:

- 1) A questionnaire, which will require written, narrative answers, will be completed by each student attendee.
- 2) Students should be invited to the next chapter meeting to discuss their experience and to meet the chapter membership

ENCLOSURES:

- 1) **Announcement sample:** Please find below a sample announcement to submit to partner universities announcing the program when the chapter is ready to accept applications.
- 2) **Student Application**
- 3) **Acceptance E-mail:** Once the students have been chosen, send the included acceptance e-mail to inform them. SIOR Foundation staff will contact the students and provide further instructions.
- 4) **Student Questionnaire**
- 5) **Grant Submission Form**

ANNOUNCEMENT SAMPLE

INSERT CHAPTER LOGO

The (Insert Chapter Name) Chapter of SIOR is now accepting applications for the SIOR Foundation Student Real Estate Experience Program. (Insert 1 or 2) student/s will be sponsored to attend the (Insert Year) SIOR (Insert Spring or Fall) World Conference in (Insert City) on (Insert Dates).

Selected applicants will be provided with up to \$2,000 of funding to cover conference expenses including registration, hotel, travel and meals provided at the conference. Where possible, each student will share a room with another student attendee. Prior student attendees have indicated they typically spend less than \$100 of their own money in out-of-pocket expenses.

For a look into how this program benefits the students, [check out this follow up to 2018 Spring Conference attendees](#).

SIOR (Society of Industrial and Office Realtors) was founded in 1941 to assist in securing manufacturing facilities across the nation to put into service to support production needs for World War II.

The SOCIETY OF INDUSTRIAL AND OFFICE REALTORS® is the leading professional office and industrial real estate association.

- SIOR has 4,000 members in more than 750 cities in 50 countries.
- SIOR represents today's most knowledgeable, experienced, and successful commercial real estate brokerage specialists.
- Real estate professionals who have earned the SIOR designation are recognized by corporate real estate executives, commercial real estate brokers, agents, lenders, and other real estate professionals as the most capable and experienced brokerage practitioners in any market.

To learn more about SIOR, please visit www.sior.com

To see the Conference Schedule of Events, from the SIOR Home Page, place your cursor on "Conferences" at the top of the page and click on "World Conference".

To be eligible to attend you must be:

- 1) Undergraduate (Junior or Senior) or Graduate Student
- 2) Majoring in real estate, finance, business or economics with a career interest in commercial real estate
- 3) 21 years of age as of the first day of the World Conference

Anyone who is interested should **complete the attached application and RETURN IT** by the deadline listed below.

Please **return your:**

- 1) **Application**
- 2) **Statement of Interest**
- 3) **Resume**
- 4) **Photo ID**

DEADLINE FOR SUBMISSION OF APPLICATION – (Insert Time & Date)

Announcement of Student Attendees selected – By (Insert Time & Date)

(Note to Chapters – To insure a room, you Must provide the name(s) of your Student Experience Attendee(s) to the SIOR Foundation No Later Than the Early Bird Deadline)

For the students who are selected, our SIOR Foundation Staff will contact you to confirm your preferred travel plans and will then make your flight reservations, hotel reservations and register you for the conference.

If selected, please plan to arrive on **(Insert Day & Date)** (in time for a special dinner for Students and their Mentors at 7:30 pm) and plan to depart on **(Insert Day & Date)** after the Closing General Session concludes at noon.

This program provides for your hotel for duration of conference only. If you want to stay longer, it would be at your own expense. We will make every effort to put two students to a room.



STUDENT REAL ESTATE EXPERIENCE PROGRAM

Student Instructions and Application

Are you in a real estate related college or graduate school program and do you plan on pursuing a career in industrial or office real estate after graduation? Consider attending an event to develop your professional network and learn new business practices and skills. SIOR chapters and the SIOR Foundation have funding available to help off-set the costs of attending a commercial real estate conference or event. Selected applicants will be provided with up to \$2,000 of funding to cover conference expenses, including registration, hotel and travel.

Who can apply?

Any full-time student enrolled in a real estate, business, economics or finance program as a junior or senior at the undergraduate level or any student enrolled in a graduate program. Student must be 21.

Application Process

Fill out the attached application and submit it to the SIOR chapter closest to your home or school. For a list of local chapters and contact information, please [click here](#). Following submission of your application, you will be contacted to schedule a brief interview with a sponsoring SIOR designee from the local chapter.

The Experience

After acceptance, student will be provided with a registration form to submit to SIOR HQ and will be provided with a contact to assist with travel arrangements. If possible, each student will share a room at the conference with another student attendee of the same gender.

Each student attendee will be assigned a sponsoring SIOR member to act as a mentor at the conference. Both student and mentor will commit to the following:

- Meet at the start of the conference (if not prior to traveling to the conference) to plan out the student's conference schedule and activities.
- The mentor should take their student to all events he or she would normally attend including, but not limited to: committee meetings (if "open"), general sessions, breakouts, dinners, and parties.
- When possible, student and mentor should recap at the end of each day or each morning to talk through the experience and discuss upcoming events.

Post Conference Follow Up

Following the conference, student attendees will be provided a questionnaire requiring written, narrative answers.

Students may be invited to a local chapter meeting following the conference in order to speak to the membership about their "experience", and where the student will also have the opportunity to mix and mingle with the general membership of the chapter.

Students are encouraged to list their participation in the program on their résumés. SIOR will provide suitable language for inclusion on the student's resume.

ACCEPTANCE E-MAIL

(Insert Student Name)

Congratulations on your acceptance by the (Insert Chapter Name) Chapter to attend the (Insert Year) SIOR (Insert Spring or Fall) World Conference in (Insert City)!

We are thrilled by your selection and know it will be an amazing experience for you!

Corrine Nowak who is copied above will contact you to confirm your arrival/departure dates and will then make your hotel reservations and register you for the conference. Corrine will then have the SIOR Foundation travel agent contact you to confirm your preferred travel plans and make your flight reservations.

If possible, please plan to arrive on **(Insert Day & Date)** (in time for a special dinner for Students and their Mentors at 7:30 pm) and plan to depart on **(Insert Day & Date)** after the Closing General Session concludes at noon.

This program provides for your hotel for Wednesday, Thursday and Friday nights only. If you want to stay Saturday night, it would be at your own expense. As previously indicated, we try to put 2 students to a room.

Congratulations again!

**SIOR Foundation Student Real Estate Experience
Conference Attendance Program
Post Attendance Questionnaire**

NAME _____

E-MAIL (do not use an .edu address) _____

Phone _____

WORLD CONFERENCE – Dates _____ Location _____

CHAPTER SPONSOR - _____ Mentor _____

COLLEGE or UNIVERSITY - _____ City _____

Major _____ Year _____

- 1) Please describe your “Takeaways” from the SIOR World Conference

- 2) Any suggestions on ways to improve the conference?

- 3) Anything you did not like about the conference?

- 4) What benefits does this experience offer for students interested in commercial real estate?

- 5) If you ultimately enter the commercial real estate industry, how likely is it that you would pursue membership in SIOR?

- 6) How important is it to have a current SIOR member as a Mentor to attend with you to introduce you around?

- 7) Would you recommend a one-on-one “Mentoring Session” as part of the “formal program” for student attendees?

- 8) How important was the smaller group dinner(s) to you?

- 9) Would you like a reception or introductory program for just students and some of our leadership?

- 10) Any other thoughts you had on your experience and how to make it more meaningful for both students and members?

- 11) Should we post resumes and areas of interest on the SIOR website so members & students can arrange interviews in advance or offer roundtables by region or firm?

- 12) Should we establish a “Student Member” category? In addition to two World Conferences each year, students could attend Regional and/or Chapter meetings without as much travel. Chapters could be encouraged to offer a reduced “Student Registration Fee” as well.

- 13) Any other thoughts/suggestions?

- 14) How valuable were the General Sessions and breakout sessions? Which programs impressed you the most and why?

- 15) Your scholarship paid for your travel, hotel and conference registration fee. Approximately how much did you spend out-of-pocket?

- 16) How difficult was it for you to have your professors excuse you from classes to attend the SIOR World Conference? Would it be helpful to obtain excused absences if SIOR prepared a conference summary which describes the programs and indicates that our programs qualify with many state real estate commissions as continuing education required to retain a real estate broker license?
- 17) Do you feel like you will stay in contact with some of the fellow students you met?
- 18) Were the group outings helpful?
- 19) Any suggestions for group outings in the future?
- 20) Have you talked about attending a Regional or Chapter meeting?
- 21) Are you inclined to attend a Regional or Chapter meeting?
- 22) Will attendance at the World Conference influence your decisions about a career in commercial real estate?

STUDENT REAL ESTATE EXPERIENCE GRANT FORM

The SIOR Foundation provides up to \$1,000 per student in matching funds to SIOR Chapters for participating in the Student Real Estate Experience Program. Once a student's program application has been approved and the event has been attended, **Please complete this form in its entirety**, attach supporting receipts and return to SIOR Foundation.

Student Name/s:**Educational Program Attended by Student/s:**

Program:

Date:

Total Amount of Funds Spent by Chapter for Student Participation:**Amount of Matching Funds Requested and Date Required** (SIOR Foundation will match up to \$1000 per student of the amount spent by chapter):**Check to be made payable to (Chapter only):**

To be mailed to attention of (name and address):

