

PROGRAM POLICIES

SOCIAL MEDIA GUIDELINES FOR GLOBAL AMBASSADORS AND GLOBAL COORDINATORS

The National Association of REALTORS® (NAR) respects your right to interact and communicate using the Internet. In order to protect NAR from the posting of comments and information that may be harmful to its reputation, NAR has developed the following guidelines. For the purpose of these guidelines, “engaging in social media” means posting or uploading content to all types of interactive electronic communications including but not limited to websites, blogs, social networks, discussion boards and Internet Forums.

1. Posted content

When engaging in social media, be vigilant to ensure that you do not disclose any information that is confidential or proprietary to the Association or to any third party that has disclosed information to us. Please keep in mind that when engaging in social media, you are more likely to achieve your goals if you are constructive and respectful. Do not use ethnic slurs, personal insults, obscenity, or engage in any conduct that would not be acceptable. NAR respects your right under applicable federal, state, and local laws to communicate with others about the terms and conditions of your appointment. In communicating via electronic or other means, please make it clear to the readers that the views expressed are yours alone and that statements, opinions, and beliefs do not reflect the views of the Association.

2. Privacy Settings

Please remember that there are limitations to privacy settings. Private communication published on the Internet can easily become public. Furthermore, social media sites may change their current default privacy settings and other functions. It is important to understand the rules of the social media site being utilized.

3. Acceptable Use and Monitoring of Electronic Activities

NAR reserves the right to monitor social media channels and platforms of NAR representatives to protect the Association and its members.

4. Anti-Discrimination and Anti-Harassment Policies

NAR’s anti-discrimination and anti-harassment policies, including NAR’s policies on reporting perceived harassment or discrimination, may apply to statements that NAR representatives make or receive over social media.

POLICY ON TEACHING NAR COURSES IN ASSIGNED COUNTRY OR REGION

If you are asked to teach an NAR course in your assigned country or region, please be aware of the following:

1. Teaching for a Fee

You may teach an NAR course within your assigned country or region and accept an instructor's fee. However, NAR will not reimburse you for any expenses during the trip and you will not be eligible to apply for a Global Travel Grant in connection with such trip. All arrangements for instructor fees or travel-related reimbursements must be made directly with the host organization. While you may still work towards your Global Ambassador/Coordinator goals during the trip, it is not required. In all instances, please provide NAR's Manager of Governance and Global Volunteer Services with advance notice of your teaching arrangement before your trip.

2. Waiver of Instructor's Fee

While you are not required, or expected to waive your instructor's fee, you may teach an NAR course free of charge as a way of helping to promote education and relations in your assigned country or region. Provided that you will also be working towards achieving your Global Ambassador/Coordinator goals during the trip, Global Ambassadors and Global Coordinators may still apply for a Global Travel Grant in connection with such trip. However, as with any grant application, approval is not guaranteed. Please provide NAR's Manager of Governance and Global Volunteer Services with advance notice of your teaching arrangement before your trip.

TRAVEL GRANT POLICY

The objective of the National Association of REALTORS® Global Travel Grants program is to equitably provide reimbursement to Global Ambassadors and Global Coordinators who travel abroad to represent NAR.

TRAVEL GRANT ELIGIBILITY

1. Applicants must be current Global Ambassadors or Global Coordinators.
2. The following are not eligible for consideration of a travel grant:
 - a. Travel to regional real estate conferences and meetings in countries other than those assigned (*unless otherwise approved in advance*).
 - b. Domestic travel to NAR meetings (*including the REALTORS® Legislative Meetings in May/June and the NAR NXT The REALTOR® Experience in November*).
 - c. Costs associated with hosting visiting delegations.
3. Partial financial support for the travel from other sources (*i.e., local/state association of REALTORS®*) must be disclosed but does not affect eligibility.

TRAVEL GRANT REVIEW CRITERIA

The 4-person Grant Review Committee consists of the current Chair and Vice Chair of the Global Business and Alliances Committee (GBA) and the Chair and Vice Chair of the Global Alliances Advisory Board (GAAB). The GBA Chair heads the Grant Review Committee. The NAR Manager, Governance and Global Volunteer Services supports the committee and attends the grant review calls.

Many factors are considered by the Grant Review Committee when reviewing travel grant applications. Standard considerations are noted below. With the constant shifts in the global landscape, additional nuances may be considered as the Grant Review Committee determines award amounts.

- 1. Partial Financial Support:** Travel grants provide **partial financial support** for travel and subsistence expenses for a meeting or conference in the applicant's assigned countries/region. Approval of the full grant application amounts are not guaranteed, and applicants must be prepared to cover a percentage of their foreign travel through other means (*i.e., personal funds, state/local association of REALTORS®*).
- 2. Support from GC (for GA applicants):** Support from the GA's regional GC is crucial to helping the Grant Review Committee understand the importance of the travel requested. All GA applicants are strongly encouraged to discuss their application with their GC prior to submittal.
- 3. Global Strategic Objectives and Initiatives:** Priority will be given to awarding grants for travel directly related to key global strategic initiatives.
- 4. Clarity of Expense Explanations:** Strong applications have clearly outlined and explained estimated expenses with little to no missing information or generalizations. For instance, a sample round-trip economy flight itinerary helps support the cost estimate for the airfare expense in the application.
- 5. U.S. Department of State Travel Advisories:**
To ensure the safety of NAR volunteers and staff, travel to regions with Travel Advisory Levels at Level 4 Do Not Travel is not eligible for a Global Travel Grant and expenses are not eligible for reimbursement. Grant applications to Level 3 Reconsider Travel regions should provide additional rationale for NAR volunteer and/or staff attendance. Applicants are strongly encouraged to check the current Travel Advisory Levels prior to applying for a grant on the U.S. Department of State Travel Advisories [website](#).

TRAVEL ADVISORY LEVELS

- 1. Exercise normal precautions**
- 2. Exercise increased caution**
- 3. Reconsider travel**
- 4. Do not travel**

Level 4 – Do Not Travel. This is the highest advisory level due to greater likelihood of life-threatening risks. The U.S. government may have very limited ability to provide assistance, including during an emergency. The Department of State advises that U.S. citizens not travel to the country or to leave as soon as it is safe to do so. We advise that you write a will prior to traveling and leave DNA samples in case of worst-case scenarios.

Level 3 – Reconsider Travel. Reconsider travel due to serious risks to safety and security. The Department of State provides additional advice for travelers in these areas in the Travel Advisory. Conditions in any country may change at any time.

6. Other Travel Grants Approved: GAs/GCs can generally plan for 1-2 potential international trips during one calendar year. Should an applicant already have received a travel grant(s) earlier in the calendar year, the importance of the new trip request is key.

7. Available Program Resources: Staff supporting the Grant Review Committee ensure awareness of the total budget funds available for each quarterly review.

APPLICATION PROCESS

Generally, there are four grant application periods each year, coinciding with each quarter as outlined in the table. Prior to each application deadline, a reminder will be sent out with a link to the online application form. Once the deadline passes, the online application form link will be deactivated, and late submissions will not be accepted. It is recommended that GAs and GCs add these deadlines to their calendars to not miss an opportunity to apply for a grant.

Applications will be reviewed by the Grant Review Committee within two weeks of each Application Deadline listed. Notifications will be sent to all applicants on the outcome of their applications within one business day of the Grant Review Committee's meeting.

Decisions of the Grant Review Committee are final, and their deliberations are confidential.

Event/Travel Date	Application Deadline
January 1-March 31	December 1 of previous year
April 1-June 30	March 1
July 1-September 30	June 1
October 1-December 31	September 1

REIMBURSEMENT PROCESS

Once the grant-funded trip is completed, these items must be submitted within 30-days of returning from the trip:

- Completed International Meeting Report (*send to [Karen Williams](#) at kwilliams@nar.realtor*)
- One single, combined PDF file containing the completed Expense Report and all required receipts (*sent to [Member Expenses](#) at expenses@realtors.org and [Karen Williams](#) at kwilliams@nar.realtor*)

Reimbursements will not be reviewed or processed until the International Meeting Report for the trip is provided. If the total reimbursement requested is more than the approved grant, the final reimbursement amount will be adjusted down to the approved grant amount.

To avoid delays or lost paper checks in the mail, it is recommended to request reimbursement via ACH. To do so, request an ACH authorization form in the email when sending your next reimbursement request. Upon approval of your expense report, NAR Finance will provide you with the ACH form to complete and submit to **NAR Accounts Payable** at apdisbursements@nar.realtor. Do not include any NAR Global staff on your message as the ACH forms contains your personal banking information.

If grant recipients fail to request approval prior to traveling abroad on behalf of NAR and/or submit an International Meeting Report within 30-days of the trip, there is no guarantee that expense reimbursements will be processed.

Please see the **[NAR Member Travel Policy and Expense Report guidelines](#)** for additional details, including specifics regarding eligible expenses in the NAR Member Travel Policy and Procedures document. Additional guidance is also available in the Resources section of this Handbook.

Contact Candace Bodnar, Senior Finance Representative at **(312) 329-8824** with questions regarding the NAR Member Travel Policy and Procedures and status of your reimbursement request.

Contact **Karen Williams** at **kwilliams@nar.realtor** with questions regarding covered expenses for a specific meeting or approved grant amounts.

CONFLICT OF INTEREST POLICY

It is expected that any Program volunteer will immediately disclose any situation that arises in connection with your NAR Global Ambassador or Global Coordinator role that actually or reasonably could present or be perceived to be a conflict of interest.

While it is understood that you may have active cross-border business or that, as a result of your role, opportunities may arise to develop business in your assigned country(*ies*) that is outside your role as Global Ambassador/Global Coordinator, **a conflict of interest occurs when you are in a position to financially profit or otherwise personally benefit directly or indirectly because of your role as Global Ambassador/Global Coordinator.** Examples of such conflicts of interest included, but are not limited to: efforts to market properties or seek listings in your assigned country(*ies*); to seek or promote a specific investment, joint venture or business relationship; efforts to seek or promote teaching or writing opportunities other than those owned or sponsored by NAR; consulting arrangements with a bilateral partner(*s*) or conducting non-NAR related business while traveling on a NAR travel grant.

You must immediately report all actual or potential conflicts of interest to NAR Global staff. Once you have reported the situation, NAR Global staff will determine whether the situation presented poses a prohibited conflict of interest. Failure to comply with this policy may result in suspension or removal from your position as Global Ambassador/Global Coordinator.