

# Local Board Dues Receipts TO-DOs

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1. Dues are prorated to the month licensee joins the firm. Dues Proration sheet can be obtained on <http://kansasrealtor.com/local-boardassociation-membership-information/>.
2. The member must fill out a membership dues transmittal form – also found at <http://kansasrealtor.com/local-boardassociation-membership-information/>.
3. All new members must complete an orientation course which familiarizes them with the bylaws and MLS rules and regs of the local board, the bylaws of the state association and the constitution and bylaws of the NAR. Use the KAR New Member Orientation Online to meet this requirement. You can purchase the KAR New Member Orientation online course at the KAR Keynote Series Online school purchase page here <https://www.keynoteseries.com/courses/KEYNOTESeriesOnline>.
4. All new members must take the New Member Code of Ethics quadrennial training. Send them to the NAR free online course at <http://www.realtor.org/coeEduc.nsf/startcourse?openform>. Their personal NRDS record will reflect the completion and the member will get an email.
5. Refer to your local board bylaws for the process of electing the licensee to the local association as a member.
6. ALWAYS – send RPAC monies in with the names and NRDS numbers of donors as soon as possible! Don't wait until you have an accumulation – there are time limit restrictions. (See the RPAC Dues Billing information sheet.) A downloadable RPAC Contribution form can be found at <http://kansasrealtor.com/local-boardassociation-membership-information/>.
7. Contact the KAR whenever you have questions – *that's what we're here for!*

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