

**2016 Instruction Sheet for Student Applicants and Membership Chairs**  
**National League of American Pen Women, Inc.**  
**The Branch Certifies and Approves the Student Member**

- **Branch certifies eligibility**
- **After verifying credentials, the Branch votes by ballot on the candidate.**  
*(This helps to ensure that a vote of approval is a Branch decision.)*
- **Branch provides the requested items to the appropriate NLAPW Credentials Officer for approval and processing.**

**The following notes are provided to assist in completing the form.**

1. After completing contact information, choose the appropriate category for Student Membership, and provide the name of the branch to which she is applying. Consult the “How to Join” page on the [www.nlapw.org](http://www.nlapw.org) website.
2. The student submits a Letter of Reference from a professional in her field. The professional’s title, and relation to the student, is included in the letter.
3. The student provides the name of the Institution in which she is enrolled.
4. Credentials required are submission of 3 works completed within a two-year period.

ART, acceptance in exhibits juried by gallery personnel or instructors in an art department qualify.

LETTERS, student publications qualify.

MUSIC (Composition in Music and Dance), student performance of compositions qualifies.

5. Students do not need to provide proof of sale.
6. The Certification section is for your Sponsor and Branch Membership Chair signatures.
7. *The dues of approved candidates, whose applications were postmarked February 15<sup>th</sup> or later, are valid through the following fiscal year. (Fiscal year, May 1<sup>st</sup> to April 30<sup>th</sup>)*

**The NLAPW Bylaws, pertaining to National Student Membership**

National Student Membership may be acquired by a woman who is currently enrolled in a college or university program and is applying herself in a category of one of the three classifications: Art, Letters, Music/Dance Composition. Qualifications, responsibilities, and procedures are detailed in the Procedural Manual of the League.

## **Frequently Asked STUDENT Questions —**

### **Does my branch really have to do this application process by itself? We have never done this before.**

Your NLAPW Membership Committee stands ready to help you. If you have a question about the process, please email the Membership Development Chair, Bev Goldie, [bgtproductions2010@gmail.com](mailto:bgtproductions2010@gmail.com) If your question is about the credentials, please email the Credentials Officer listed on your application.

### **What are the privileges of a National Student Member?**

They shall receive the same privileges as an Active or Associate member except they cannot be an officer or enter National competitions meant for Active and Associate Members. They will receive the Pen Women magazines and are eligible to attend National Biennials.

### **Can a Student be a Member At Large?**

Under the present guidelines, Students are in branches to be mentored and supported in their endeavors.

### **Who would receive the credentials?**

Credentials will be assessed only by branch membership committee, using the national guidelines. A reference from a professional is required as well as both a sponsor and endorser (membership chair).

### **What level of performance should be required?**

Lower performance levels than Active or Associate ... it is considered that the Student member is not yet a professional.

### **When a Student member wishes to become an Active, Associate, Allied Professional or MAL, should she start fresh with application and credentials or is she considered a transfer with additional credentials?**

Upon acquiring necessary credentials for Active membership, the National Student Member should submit a new application with credentials through branch membership and then the National membership personnel. Her dues increase to the next level, as would her privileges. An application fee would still apply.