

**2016 — Letters Application for Membership**  
**National League of American Pen Women, Inc.**  
**The Branch Certifies and Approves the Member**



**Letters membership** is open to professional writers including, but not limited to, authors, coauthors, compilers, editors, poets, lecturers, dramatists, advertising sales promoters, genealogists, librettists, lyric writers, periodical writers, press writers, script writers for communication media or motion pictures, and technical writers.

**Applicant:**

(Please Print Clearly)

Applicant Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_

Home

Mobile

Website \_\_\_\_\_

I am applying for **Active** \_\_\_ **Associate** \_\_\_ (Check one)

Signature of Applicant \_\_\_\_\_

Date \_\_\_\_\_

I am applying for membership in \_\_\_\_\_ **Branch**

Or, I am applying for **Membership-at-Large**. \_\_\_\_\_

I am an **International Affiliate**. \_\_\_\_\_

**Documentation Submitted to the Branch:**

*Please review LETTERS Instruction Sheet for guidance.*

**Submit a one-page biography.**

For those with a Position Title and compensation

**Employment Verification is** \_\_\_\_\_ **Proof of Payment, yes**

**Submit title of 1 book (with ISBN# or ASIN#), OR list titles of 3 published articles or poems. Provide proof of payment (e.g., royalty statement, canceled check, invoice, Amazon statement, or equivalent. See LETTERS Instruction Sheet for guidance. Do not send actual book!)**

1. **TITLE** \_\_\_\_\_

Circle — Book, Article, or Poem

ISBN# or ASIN # \_\_\_\_\_

**Publisher/Purchaser** \_\_\_\_\_ **Proof of Payment, yes**

2. **TITLE** \_\_\_\_\_

Circle — Book, Article, or Poem

ISBN# or ASIN# \_\_\_\_\_

**Publisher/Purchaser** \_\_\_\_\_ **Proof of Payment, yes**

3. TITLE \_\_\_\_\_

Circle — Book, Article, or Poem

ISBN# or ASIN# \_\_\_\_\_

Publisher/Purchaser \_\_\_\_\_ Proof of Payment, yes

**Certification:**

Signature of NLAPWSponsor \_\_\_\_\_ Branch \_\_\_\_\_

Signature of NLAPW Branch Membership Chair \_\_\_\_\_ Branch \_\_\_\_\_

*(Sponsor and Membership Chair must be active members in good standing.)*

**Submission:**

*Apply for only one discipline at a time. After approval, you may apply in an additional field.*

*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>)*

**National dues are \$60 + \$15 processing fee.**

**Check(s) to National League of American Pen Women should total \$75.**

Branch dues \_\_\_\_\_ State dues \_\_\_\_\_ (State and Branch dues are not required until membership application is approved.)

**Branch Membership Chair provides to the NLAPW Credential Officer:**

- Letter of Branch’s Recommendation of Applicant
- One-page biography
- 2 copies of this application
- Check(s)
- 1 copy of the three submitted works, in physical or electronic form. Do not send book.

Branch Membership Chair

Name \_\_\_\_\_ Street \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_

Branch Membership Chair will send to:  
**Kelly Ann Compton, Credentials Officer**  
 3020 S. Glencoe  
 Denver, CO 80222  
 kkddt@comcast.net

*(For office use)*

Evaluated by Letters Credentials

Officer \_\_\_\_\_

Date Application Received _____	check # _____	Initials _____
Date Sent to National _____		Initials _____
Date Received by National _____		Initials _____
Date Certificate Mailed to Membership Chair _____		Initials _____

**2016 Instruction Sheet for Letters Applicants and Membership Chairs**  
**National League of American Pen Women, Inc.**  
**The Branch Certifies and Approves the 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 Membership. Consult the “How to Join” page on the [www.nlapw.org](http://www.nlapw.org) website.
2. Submit a one-page biography.
3. Verification of employment (Position Title) may be a contract, organizational chart, or equivalent item. Provide a copy.
4. Proof of Payment, can be a receipt, pay slip, canceled check (either a scan, a photo or a pdf file) or a screen shot from your online bank. To protect your privacy, and relieve NLAPW of responsibility, please black out account numbers, social security numbers, and any identity numbers, but leave the dollar amounts. Check the provided box to indicate that it is submitted.
5. Submitting documents – Provide title of a book and name of publisher, or copies of other items. (An ISBN# stands for International Standard Book Number. It is a 13-digit number that is used as a unique international identifier for books. ASIN# stands for Amazon Standard Identification Number. It is a 10-character alphanumeric unique identifier assigned by Amazon.com.)
6. Provide proof of sale of three of your works. See above.
7. The Certification section is for your Sponsor and Branch Membership Chair signatures.
8. *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 Letters Membership**

Letters membership is open to professional writers including, but not limited to, those listed below. Three samples of work shall be sent with the application. Only one credential is required if submission is a book.

1. Authors, coauthors, compilers, editors, poets, dramatists. All books, including anthologies or collections, shall show an ISBN#, (ASIN#) a royalty contract, or letter from the publisher or authorization of book sales at an accredited bookstore.

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2. Poets shall submit proof of publication in literary periodicals as accredited by such publications as *Writer's Market* or *Poet's Market*, or regional publications of like quality. Proof of payment in copies will be acceptable. Cash prizes or awards by incorporated professional arts organizations will be considered payment if the poem is published or there is a commitment for publication.
3. Lecturers shall submit scripts, recordings, or other forms of literary credentials of original creative work with proof of payment.
4. Dramatists shall submit 3 (three) scripts or video recordings (digital included) with proof of payment or proof of public performance by professional actors.

### **Frequently Asked LETTERS 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)

Or, if your question is about the credentials, please email the Credentials Officer listed on your application.

#### **Does a self-published book qualify for membership?**

Yes, but it must have an ISBN#, or an ASIN# for electronic publication, and a royalty statement or proof that readers have paid for copies of your work. Please note: a printout from your book showing its availability on Amazon or some other website is not enough. You must show that you have received payment for the work.

#### **Does an article written for *The Pen Woman* magazine or other magazines for which I have not been paid count towards letters qualification?**

No. Such articles can be used in applying for Associate Membership, but not Active Membership. Some journals and magazines do pay contributors with free copies for articles or poems and in this case, these would qualify.

#### **What about blog writing?**

Blog writing, though published, would not qualify unless the applicant could show that she is paid by readers or is hired to write a blog for others.

#### **Would facilitating a creative writing or non-fiction writing workshop qualify?**

Yes, if the applicant was paid for her work.

#### **Writing accepted by the Pen Women Press?**

Yes, this qualifies because copies are sold to benefit the League.

#### **Is there a time limit on the publication dates for material submitted?**

No. Work published at any time in the past is eligible for consideration.

#### **I have published my artwork in catalogues and brochures with my own written description and inspiration article about my work. Would this qualify?**

Yes, if you provide samples of this writing and can show that you sold any of these artworks.

#### **I've written many prose pieces and poetry and done poetry readings for fundraisers, as a volunteer, and received free admission to events based on my participation, but I did not receive payment directly. Would any of this qualify?**

Yes, if you provide samples of the writing and some form of printed proof that you participated in the event, such as your name on the program.