

National League of American Pen Women, Inc.
Allied Professional Application for Membership



Allied Professional membership is open, but not limited to, gallery/ museum curators, video, television, theater and film producers and directors, music conductors and performing artists in such groups as opera, ballet, symphony orchestras, contemporary music, drama, film, dance, choral or theater.

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

Applicant: (Please Print Clearly)

Applicant Name _____

Address _____

City _____ State _____ Zip _____

Email _____ Website: _____

Phone: (Mobile) _____ (Home) _____

I am applying for (check only one) Art Letters Music-Dance

Signature of Applicant _____ Date _____

I am applying for membership in _____ Branch,

or

- I am applying for Member-at-Large
- I am applying as an International Affiliate

Documentation Submitted to the Branch, except Member-at-Large applicants: *(Review Allied Professional Instructions Sheet for guidance.)*

- 1) Submit a one-page biography.
- 2) If self-employed, submit three examples of evidence of your own creative work for which you have been paid to write/create/perform (below).
 - a) Example 1 _____ Proof of Payment
 - b) Example 2 _____ Proof of Payment
 - c) Example 3 _____ Proof of Payment

OR

- 3) If salaried with arts related position/title, provide employment verification below and job description.
Employment _____ Proof of Salary

Certification: *(Sponsor and Membership Chair must be active members in good standing. This section does not apply to Member-at-Large applicants.)*

Signature of NLAPW Sponsor _____

Signature of NLAPW Branch Membership Chair _____

Branch Name _____

Submission:

National dues are \$65 + \$15 one time processing fee = \$80

Make check of \$80 payable to *National League of American Pen Women, Inc.*

Dues of approved candidates whose applications are postmarked February 15 or later are valid through the following fiscal year. (Fiscal year is May 1 to April 30.)

Branch Membership Chair: (Provide the following to the appropriate NLAPW Credentials Officer. You will get confirmation via email that the application has been received by the credentials officer. If you do not get the confirmation email within a week, notify the chair immediately so the U.S. postal service may be contacted.)

- Branch letter of approval of applicant. (This does not apply to Member-at-Large applicants.)
- One-page biography.
- This application form and one copy.
- Check made payable to *National League of American Pen Women, Inc.* or NLAPW, Inc.
- Copy of payment verification for three creative works/performances - or -
- Copy verification of salaried employment including position/title.

Branch Membership Chair

Name _____ Street _____

City _____ State _____ Zip _____

Email _____ Home Phone _____ Mobile _____

Branch Membership Chair (or Member-at-Large applicants) send credentials to:

Letter Credentials Officer
 Kelly Ann Compton
 3020 S. Glencoe
 Denver, CO 80222
 credentials4letters@nlapw.org

Art Credentials Officer
 Darlene Yeager-Torre
 5361 Castle Pines
 Columbus, OH 43234-5020
 credentials4art@nlapw.org

Music-Dance Credentials Officer
 Marcia Foster Dunscomb
 200 Chaparral Trace
 Tyrone, GA 30290
 credentials4music@nlapw.org

(For office use.)

Evaluated by credentials officer:

 Signature

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

Instruction Sheet for ALLIED PROFESSIONAL Applicants and Membership Chairs

- The Branch certifies eligibility.
- After verifying credentials, The Branch approves the candidate.
- The Branch provides the requested items to the appropriate NLAPW Credentials Officer for approval and processing.
- Member-at-Large (MAL) applicants do not need any of the above and the application should be sent directly to the Credentials Officer.

Application Form for Allied Professional Membership: The following notes are provided to simplify the completion of the form.

1. After completing contact information, choose the appropriate category for membership. Consult the “How to Join” page on the national website <www.nlapw.org>.
2. Submit a one-page biography.
3. Verification of salaried employment (position/title) may be a contract, organizational chart, or equivalent item. Provide a copy.
4. Proof of payment may be a receipt, pay slip, canceled check (either a scan, photo, pdf file, or a screen shot from your online bank). **To protect your privacy and relieve NLAPW of any responsibility, please redact (black out) account numbers, social security numbers, and any identifying numbers, but leave the dollar amount(s).** Check the provided box to indicate that it is submitted.
5. If required, provide method of payment, such as, but not limited to, publication, salary, contract, or commission, and proof of such. (See #4 above.)
6. The Certification section is for your Sponsor and Branch Membership Chair signatures. (A sponsor assists the applicant through the process, like a mentor). Members at Large skip this part.
7. The dues of approved candidates whose applications were postmarked February 15 or later are valid through the next fiscal year. The fiscal year is May 1 to April 30.

The NLAPW Bylaws, pertaining to Allied Professional Membership.

Allied Professionals

Admission shall be by application to the Credentials Officer of the specific classification. Verification of the applicant’s position and evidence of her work must be provided. Payment for work may be by methods such as, but not limited to, publication, salary, contract, or commission. A member admitted under D. of Article III, Section 2 is admitted with all privileges of membership EXCEPT that of entering national competitions limited to Active and Associate Members.

1. Allied Professional, Art. Membership is open to professionals in allied art fields such as gallery or museum curators who create exhibitions of work by an artist or group of artists, video and film producers and directors.
2. Allied Professional, Letters. Membership is open to professionals in allied letters fields such as, but not limited to directors of theatre productions, television directors or producers, and film directors.
3. Allied Professional, Music. Membership is open to professional in allied music fields such as, but not limited to, conductors, music producers, and dance directors engaged in production and performance of works created by composers and choreographers.

Frequently Asked Questions:

I'm applying as a Member-at-Large. Do I still need signatures of a sponsor and a Branch Membership Chair?

Member-at-Large applicants do not need to submit:

1. Signature of sponsor,
2. Signature of Branch Membership Chair,
3. Letter of recommendation from the branch.

Submit your application directly to the appropriate National Credentials Officer listed at the bottom of the application.

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 or, if your question is about the credentials, email the appropriate Credentials Officer listed on this application.

If the position/title is salaried does the “evidence of work” have to be compensated?

No. However we should have some sort of evidence of the work for which you are paid. It could be a link to a website, a screenshot of events or performances, brochures, photos, programs, job descriptions, samples of your work, etc. It could be a letter from an employer or peer.

If the position/title is a self-employed one do I show proof of just one performance?

No, please show three separate times you were compensated and verification of those payments. It could be pay stubs, receipts etc. with privacy information redacted (see #4 above).

My performances incorporate more than just music and dance. May I apply for two classifications?

You may apply for another classification only after you've been approved for membership in the first one. To apply for an additional one, you would complete and send another credentials application form with \$15.00 application fee to apply. It would be sent to the appropriate National Credentials Officer.

If you still have questions:

Contact the appropriate Credential Officer shown in the Submission section of the Allied Professional Membership Application form.