

**Instruction Sheet for Transfer Application**  
**National League of American Pen Women, Inc.**

**The Transfer Applicant is responsible for the filing of the form and fee to NLAPW headquarters.**

**Application for Transfer Form —**

1. Complete the section of applicant information, and check the type of desired transfer.
2. Document that the applicant is currently a member in good standing, (dues are paid through a specific date).
  - Members-at-Large good standing is certified by NLAPW headquarters.
  - Branch member good standing is certified by branch treasurer.
3. The receiving organization approves and registers the transfer.
  - Transfer to Branch — Branch membership chair indicates branch approval.
    - Branch treasurer registers applicant as a member of the branch.
  - Transfer to Member-at-Large — NLAPW headquarters receives and registers member.
4. The applicant sends the completed Application for Transfer and processing fee to NLAPW headquarters, and pays the appropriate dues to branch and state.

**National League of American Pen Women, Inc.**  
**1300 Seventeenth St., NW**  
**Washington DC 20036-1973**

**Copies of the form may be saved in the records of the branches.**

**If you have any questions, please contact**  
**Membership Chair, Bev Goldie, [membership@nlapw.org](mailto:membership@nlapw.org).**

**The NLAPW Bylaws pertaining to Transfer of Membership**

**TRANSFER OF MEMBERSHIP**

A member in good standing whose dues are paid for the current year may apply for a transfer to another branch. A transfer form signed by the treasurer of the member's branch and by the treasurer of the receiving branch shall be sent to the League headquarters. No adjustment of branch or national dues shall be made for the current year in the transfer from one branch to another or to Membership at-Large or from Membership-at-Large to a branch. A processing fee shall be sent to national.