

Allied Professional Application for Membership

National League of American Pen Women, Inc.

The Branch Certifies and Approves the Member



Allied Professional membership is open to, 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, Symphonic Orchestras, Contemporary Music, Drama, Film, Dance, Choral or Theater.

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

(PLEASE Print Clearly)

Applicant Name _____

Address _____ Phone _____

City _____ State _____ Zip _____

Email _____

Website _____

Phone: (Mobile) _____ (Home) _____

I am applying for (check one) **AP Art** _____ **AP Letters** _____ **AP Music-Dance** _____

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 Allied Professional Instructions Sheet for guidance

Submit a one-page biography

For those with Position Title and compensation

Employment Verification is _____ Proof of Payment, yes

OR If self-employed, submit three examples of evidence of your own creative work for which you have been paid to perform.

Submit Evidence of Work (If Position Title is salaried, no proof of payment is necessary for these)

Example 1 _____ Proof of Payment

Example 2 _____ Proof of Payment

Example 3 _____ Proof of Payment

Certification Signature Page: (Sponsor and Membership Chair must be active members in good standing.)

Signature of NLAPW Sponsor _____ Branch _____

Signature of NLAPW Branch Membership Chair _____ Branch _____

Submission:

National dues are \$65 + \$15 processing fee.

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

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

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

Branch Membership Chair Checklist. Submit original materials with one copy of everything (except check) to the Credentials Officer. Make another copy to keep for your files in case the materials get lost in the mail.

- This completed application form
- One page biography
- Branch letter of approval of applicant
- A copy of employment verification or payment for three performances
- A copy of verification of three performances if salaried
- Check made payable to National League of American Pen Women, Inc. (or NLAPW) No copy needed

Branch Membership Chair: You will get confirmation via email from the credentials officer that the application has been received. If you do not get the confirmation email within a week, notify the officer immediately so the U. S. postal service may be contacted.

Name _____

Street _____

City _____ State _____ Zip _____

Email _____ Phone _____

For Letters Allied Professional Branch Membership Chair will send to: Janine DeBaise Letters Credentials Officer 6398 North Manlius Road Kirkville, NY 13082 credentials4letters@nlapw.org	For Art Allied Professional Branch Membership Chair will send to: Winifred Thompson Art Credentials Officer 17764 Madison Avenue Castro Valley, CA 94546 credentials4art@nlapw.org	For Music-Dance Allied Professional Branch Membership Chair will send to: Marcia Foster Dunscomb Music-Dance Credentials Officer 200 Chaparral Trace Tyrone, GA 30290 credentials4music@nlapw.org
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(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
National League of American Pen Women, Inc.
The Branch Certifies and Approves the Member

1. The **Branch** certifies eligibility by verifying credentials.
2. After verifying credentials the **Branch** votes by ballot on the candidate. This helps to ensure that a vote of approval is a branch decision.
3. The **Branch Membership Chair** submits original materials with one copy of everything (except check) to the Credentials Officer for approval and processing. Make another copy to keep for your files in case the materials get lost in the mail.
4. After evaluation, the **Credentials Officer** (1) makes a copy of the application signature page before sending to National, and keeps the copies sent by the Membership Chair in case the materials get lost in the mail. Hold copies until National receives the originals.

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 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. 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.
7. *The dues of approved candidates, whose applications were postmarked February 15th or later, are valid through the following fiscal year. (Fiscal year, May 1st to April 30th)*

The NLAPW Bylaws, pertaining to Allied Professional Membership Allied Professionals

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

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 at membership@nlapw.org or, if your question is about the credentials, please email the Credentials Officer listed on your application depending on category, credentials4letters@nlapw.org, credentials4art@nlapw.org, credentials4music@nlapw.org.

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

Not necessarily, although it could.

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.

My performances incorporate more than just Music and Dance. Can I apply for two

classifications? You may apply for another classification only after you’ve been approved in the first one. You would send in another credentials application with \$15.00 application fee to apply for an additional one. It would be sent to the appropriate National credentials officer.

If you have questions, please contact the appropriate Credentials Officer in the Submission section of the Allied Professional Membership Application form.