



OFFICIAL CHAPTER FORMATION CHECKLIST

What your proposed Official Chapter must do:

- _____ Complete the Official Chapter Application (See Section 5, Application), to include:
 - _____ Names, addresses, telephone numbers and e-mail addresses of officers, membership chairperson and outreach chairperson
 - _____ Contact information for chapter advisor, if a student chapter
 - _____ List of at least 10 current chapter members for US Chapters, 6 for International Chapters, or 6 for Student Chapters, including WAI member numbers, if known
- _____ Complete WAI Official Chapter Agreement (See Section 5, Agreement).
- _____ Provide a copy of chapter's Articles of Incorporation (See Section 8, Articles of Incorporation).
- _____ Provide a copy of chapter bylaws (See Section 8, Bylaws).
- _____ Provide evidence of a Federal Employer Identification Number assigned to Chapter by the IRS (See Section 8, EIN).
- _____ Provide evidence of chapter's tax-exempt status or statement authorizing inclusion in the group exemption ruling (See separate checklist and authorization form). (See Section 8, Tax-Exempt Status.)
- _____ Provide description of planned community educational or mentoring outreach event (See Section 3, Chapter Events, and Section 8, Bylaws).
- _____ Provide description of planned membership recruitment event (See Section 3, Chapter Events, and Section 8, Bylaws).
- _____ Enclose \$150 for the WAI official chapter application fee.

What WAI will do:

- _____ Review documents.
- _____ Issue an official WAI chapter number.
- _____ Notify the chapter president of the chapter's official status and its official chapter number.
- _____ Add chapter to the WAI web site, announce in *Aviation for Women* and in to WAI board members and staff.
- _____ Add chapter to WAI's group tax exemption list, if applicable.

***Please email complete application and paperwork to mmartin@wai.org
or, Return required documents and payment to:***

Molly Martin, Outreach Director
Women in Aviation,
3647 State Route 503 South
West Alexandria, OH 45381



Official Chapter Agreement

This agreement is entered into between Women in Aviation International (“WAI”) and the Chapter (“Chapter”).

Chapter agrees to maintain its tax-exempt status with its state or other governmental authority if not included in WAI’s group ruling.

Chapter agrees to keep its incorporation current with its state, province or other governmental authority.

Chapter agrees to annually provide a current copy of its amendments to its articles of incorporation and/or bylaws to the WAI chapter relations manager.

Chapter agrees to maintain a Federal Employer Identification Number.

Chapter agrees to maintain a minimum of 10 chapter members for U.S. Chapters and 6 chapter members for International and Student Chapters, and to ensure that all members of Chapter are current WAI members. Chapter members are defined as persons who pay chapter dues, vote, and/or are allowed to hold office in Chapter.

Chapter agrees to not engage in flying events or host flying events in the name of WAI or Chapter.

Chapter agrees to use all WAI trademarks in accordance with the WAI Trademark Usage Policy, as modified or amended from time to time.

Chapter agrees to maintain its Chapter web site and/or social media sites. This includes keeping the information on WAI.org current and up-to-date.

Chapter agrees to support the mission, vision, goals and objectives of WAI.

Chapter agrees to sponsor annually: (i) at least one educational or mentoring community outreach event, and (ii) at least one membership recruitment event. Chapter agrees to provide plans and reports about events to the WAI chapter relations manager.

Chapter and its members agree to assign any copyrights or other intellectual property related to Chapter activities to WAI.

WAI reserves the right to terminate Chapter’s official status at any time if Chapter does not adhere to the above terms. If Chapter status terminates, Chapter agrees that it will no longer hold itself out as being affiliated with WAI and that it will discontinue the use of WAI’s name and trademark.

This agreement shall not create a partnership, joint venture or agency relationship between WAI and Chapter, and neither WAI nor Chapter shall have the authority to enter into any agreement that would create a binding obligation on the other party.

By signing this agreement, the Chapter and WAI agree to adhere to all of the above terms. A signed copy will be returned to the Chapter president.

Official WAI Chapter

Women in Aviation International

Official Chapter Name

WAI Outreach Director,

Molly Martin

President’s Name

Outreach Director’s Signature

President’s Signature

Date _____

Date _____



OFFICIAL CHAPTER APPLICATION

CHAPTER NAME: Women in Aviation, _____ Chapter

PERMANENT CHAPTER STREET ADDRESS (if participating in the WAI Group Tax Exemption):

CHAPTER MEETING LOCATION: _____

DAY OF MONTH: _____ TIME: _____ AVERAGE ATTENDANCE: _____

PRIMARY CONTACT: _____

PHONE NUMBER: _____ E-MAIL ADDRESS: _____

WEB SITE ADDRESS (if any): _____

CHAPTER ADVISOR (if a student chapter): _____

PHONE NUMBER: _____ E-MAIL ADDRESS: _____

FEDERAL EMPLOYER TAX IDENTIFICATION NUMBER: _____

DATE OF INCORPORATION: _____ RENEWAL DATE _____

TYPE OF TAX EXEMPTION: _____ WAI Group Ruling _____ College or University Exemption

DATE CHAPTER BYLAWS RATIFIED: _____



DESCRIPTION OF ANNUAL MEMBERSHIP DRIVE GOAL:

DESCRIPTION OF EDUCATIONAL OR MENTORING OUTREACH EVENT GOAL:



OFFICERS

PRESIDENT: _____ WAI#: _____

Street Address: _____

City: _____ State: _____ Zip: _____ Country: _____

Home Phone: _____ Work Phone: _____

Cell Phone: _____ E-mail Address: _____

VICE PRESIDENT: _____ WAI#: _____

Street Address: _____

City: _____ State: _____ Zip: _____ Country: _____

Home Phone: _____ Work Phone: _____

Cell Phone: _____ E-mail Address: _____

SECRETARY: _____ WAI#: _____

Street Address: _____

City: _____ State: _____ Zip: _____ Country: _____

Home Phone: _____ Work Phone: _____

Cell Phone: _____ E-mail Address: _____

TREASURER: _____ WAI#: _____

Street Address: _____

City: _____ State: _____ Zip: _____ Country: _____

Home Phone: _____ Work Phone: _____

Cell Phone: _____ E-mail Address: _____



MEMBERSHIP CHAIR _____ WAI#: _____

Street Address: _____

City: _____ State: _____ Zip: _____ Country: _____

Home Phone: _____ Work Phone: _____

Cell Phone: _____ E-mail Address: _____

OUTREACH CHAIR: _____ WAI#: _____

Street Address: _____

City: _____ State: _____ Zip: _____ Country: _____

Home Phone: _____ Work Phone: _____

Cell Phone: _____ E-mail Address: _____

SUMMARY OF 2018 ACTIVITIES & 2019 PLANS

MEMBERSHIP RECRUITMENT EVENTS HELD IN 2018:

MEMBERSHIP RECRUITMENT EVENTS PLANNED FOR 2019:



EDUCATIONAL OR MENTORING EVENTS HELD IN 2018:

EDUCATIONAL OR MENTORING OUTREACH EVENTS PLANNED FOR 2019:



SCHOLARSHIPS AWARDED IN 2018:

EDUCATIONAL OR MENTORING OUTREACH EVENTS PLANNED FOR 2019:

DID YOUR CHAPTER HOLD A GIRLS IN AVIATION DAY IN 2018? YES NO

WILL YOUR CHAPTER HOLD A GIRLS IN AVIATION DAY IN 2019? YES NO

WHAT DOES YOUR CHAPTER MAKEUP LOOK LIKE, IN TERMS OF PROFESSIONS AND ENTHUSIASMS OF YOUR MEMBERSHIP (PLEASE INDICATE PERCENTAGE OF MEMBERSHIP BELOW):

- | | |
|---|---|
| <input type="checkbox"/> Air Traffic Controllers | <input type="checkbox"/> Airline Pilots |
| <input type="checkbox"/> Business Owners, Exec/Professionals | <input type="checkbox"/> Military Pilots |
| <input type="checkbox"/> Engineers | <input type="checkbox"/> Other Military |
| <input type="checkbox"/> Flight Attendants | <input type="checkbox"/> Journalists |
| <input type="checkbox"/> GA Pilots | <input type="checkbox"/> Teachers |
| <input type="checkbox"/> Aviation Insurance | <input type="checkbox"/> Aviation Finance |
| <input type="checkbox"/> Astronaut/Space | <input type="checkbox"/> Drone/UAV |
| <input type="checkbox"/> Aviation Enthusiast (not employed in Aviation) | |

PRESIDENT'S SIGNATURE _____ **Date** _____