

**APPLICATION FORM
REQUEST FOR WORKSHOP APPROVAL**

Name of Workshop/Committee _____

Mailing Address _____

_____ Phone _____

Briefly describe the following:

Objectives of the Workshop/Committee (attach copy of by-laws or operating procedures):

Summary of Past Accomplishments (attach business meeting minutes, financial statement and proceedings – if published):

Benefits to WAFWA if the “Sanction” is Granted (include anticipated recognition for WAFWA):

Benefits to Workshop/Committee if the “Sanction” is Granted:

Selection of Officers (describe process):

Selection of Meeting Locations (describe frequency and location):

By signing this application, the workshop/committee organizer/host agrees to:

1. Provide copies of all announcements and agendas to all Directors and the Secretary of WAFWA.
2. Provide a hard copy of the minutes and/or proceedings to all Directors and the Secretary of WAFWA as soon as they are printed. An electronic version of the proceedings shall also be provided to the Secretary.
3. Provide a written and oral report at the next WAFWA summer meeting following the workshop which includes the following:
 - Number of registered participants.
 - Copy of the agenda from the meeting.
 - Financial report.
 - Summary of key issues reviewed in the workshop, including policy ramifications of recommended actions.
 - When available, a hard copy of the workshop proceedings if one is completed.
 - Time, place, host agency and contact person for the next workshop.
 - Any additional items that would be of interest to the WAFWA leadership.

(Signature of authorized agent)

(affiliation)

(date)

Executive Committee Review

Comments:

Approved: Yes _____ No _____