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## *Application Request Form for Workshop Approval*

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Name of proposed sanctioned workshop \_\_\_\_\_

Name of host committee \_\_\_\_\_

Contact person \_\_\_\_\_

Name

Email

Phone

Describe how this workshop aligns with WAFWA's mission.

How will this workshop benefit WAFWA and its member agencies?

Is this a one-time workshop or a periodic workshop? If periodic, how frequently do you propose it happening?

What is the intended format of this workshop? Include number of days/half days, field trips, associated committees/working group meetings, target number of attendees, and time of year the workshop will take place.

If you have a specific date in mind for this workshop, please list here \_\_\_\_\_

Where do you propose the workshop will be held (city, state)? \_\_\_\_\_

What are your plans to fund this meeting? Include potential sponsors or partner host organizations

How are the workshop officers selected?

Do workshop officers desire for the workshop to have “sanctioned” status?

Yes

No

A written report is due to Cortney Mycroft 30 days post event. If your workshop associated committee meets at summer meeting, this report is something the chair will report out in the business meeting and in their committee meeting. Please include the following information to summarize the event:

- Meeting date and location: Venues used/visited
- Meeting coordination: Who was in charge – two points of contact
- Participation: Number of Attendees, states/provinces represented at meeting
- Accounting: budget (original vs actual), registration fees charged, vendor and sponsor income, all receipts for charges to workshop credit card (if applicable)
- Next meeting: Proposed date/location, contacts for those in host location(s), recommendations and suggestions for the next meeting
- Include: Workshop agenda and submit proceedings or workshop summary sent to attendees (when available)