

APPLICATION FOR AFFILIATE STATUS

Learning Forward invites state, provincial, regional, and national groups of those engaged in professional development to become affiliates of Learning Forward, a non-profit, international membership association. These groups must meet certain eligibility criteria and must fulfill certain obligations.

Those seeking to formalize affiliation with Learning Forward must submit an Application for Affiliation to Learning Forward's Board of Trustees, signed by the group's designated leaders and accompanied by the necessary documentation. The application must reflect compliance with the eligibility criteria and acceptance of the obligations of affiliation. Applications must be submitted by November 1 (for December consideration) or May 1 (for July consideration).

Questions:

Frederick Brown (frederick.brown@learningforward.org) Phone: 972-421-0894

Dale Hair (dale@joehair.com) Phone 678-797-9736

Niki Gamble (niki.gamble@learningforward.org) Phone: 513-523-6029



AFFILIATE ELIGIBILITY CRITERIA

Eligibility criteria for affiliation with Learning Forward

- The applying group subscribes to Learning Forward’s mission, beliefs, and strategic priorities;
- The applying group is not also an affiliate of another organization;
- The name of the applying organization is Learning Forward followed by the name of the state, province, region, or nation;
- Applying group’s print materials and other documents include the sub-title – “An affiliate of Learning Forward;”
- The elected leaders of the applying group are individual members of Learning Forward;
- The applying group has an adopted constitution, by-laws, or other written document which specifies its operating procedures;
- The applying group has its own mission, goals, and strategies which are aligned with those of Learning Forward;
- Representatives of the applying group’s leadership team commit to attend regularly scheduled meetings of Learning Forward’s affiliate leaders twice annually;
- The applying group’s leaders commit to submit an annual report to Learning Forward indicating results accomplished and goals achieved; and,
- The applying group designates a key contact who will facilitate regular communication with Learning Forward.

Learning Forward’s services to affiliates

To support affiliate leaders’ efforts to advance Learning Forward’s goals and purpose of high-quality professional development for all educators to improve student achievement, Learning Forward provides the following support for its affiliates:

- Provide formal and informal technical assistance to affiliate leaders via phone, email, or correspondence;
- Generate an annual mailing list of all Learning Forward members in the affiliate’s geographic area, upon request;
- Schedule and facilitate semi-annual meetings of affiliate leaders;
- Ensure that affiliate leaders have the most current information about policies, products, research, and services related to professional learning;
- Offer complimentary one-day, on-site assistance from Learning Forward senior staff or a board member for planning, technical assistance, or presentations;
- Provide a camera-ready Learning Forward logo and subtitle, “An Affiliate of Learning Forward,” for print materials;
- Send complimentary materials to affiliate functions; and
- Secure speakers and meeting facilitators through Learning Forward’s custom-designed services for a fee.

Requirements for maintaining affiliation in good standing

To maintain its official status as an affiliate of Learning Forward, each affiliate is required to fulfill the following obligations:

- Ensure representation at the Affiliate Leaders Meeting during Learning Forward's annual conference in December and at the Summer Affiliate Leaders Meeting in July.
- Submit to Learning Forward the following:
 - ✓ Annual Report of affiliate activity – due in September each year
 - ✓ Contact person, list of elected officers and board members with terms of office designated
 - ✓ Current list of affiliate member in an electronic format preferred (Learning Forward will use this list to inform affiliate members about Learning Forward's services and products. It will not be sold.)
- Place the Learning Forward Deputy Executive Director on the affiliate membership list to receive publications and other communications.
- Inform Learning Forward of changes in the affiliate's elected officers and contact persons as such changes occur and ensure that these officials are individual members of Learning Forward.
- Display the logo and statement regarding affiliation on all official publications and letterhead.
- Display Learning Forward membership brochures, sample publications, and descriptions of Learning Forward services/products at major affiliate events.



Cover Sheet for Application for Affiliation

Name: Learning Forward _____
(State/Province)

Contact Person: _____

Address: _____

Phone: _____

Fax: _____

Email: _____

Why does the organization wish to affiliate with Learning Forward? _____

We have attached:

_____ a list of elected officers with their Learning Forward membership numbers and board members with their Learning Forward membership numbers and the terms of their office designated.

_____ an adopted constitution, by-laws, or written document which specifies our mission, goals, activities, and operating procedures.

Submitted by: _____ Date _____

Please mail to: Niki Gamble
Learning Forward
Business Office
504 South Locust Street
Oxford, OH 45056

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