

TO: Primary Sponsor  
FROM: Membership Committee

Enclosed please find the application packet you requested. As the individual requesting the packet, you assume the status of primary sponsor. As primary sponsor, it is your responsibility to see that the applicant attends the required three lunches (one with each of her three sponsors). It is also your responsibility to see to it that the applicant and the two other sponsors complete all paperwork

Please return the entire packet (including sponsor recommendation forms) to the Membership Committee Chair no later than **December 31** for membership beginning March 1, or **June 30** for membership beginning August 1.

The steps in the application process are as follows:

1. Mail application to the applicant.
2. As soon as possible, obtain back from the applicant the completed application form and a copy of the applicant's resume (note that the enclosed resume form is to be used only by those applicants who do not have a current resume available).
3. Mail to each of the other sponsors a copy of the application form as completed by the applicant, a copy of the applicant's resume, and a sponsor recommendation form.
4. Mail to the Membership Committee Chair the original completed application, the original resume, your completed sponsor recommendation form, and the recommendation form from each of the other two sponsors to:

Membership Committee  
Women's Professional Forum  
PO Box 38594  
Greensboro, NC 27438

Or email the completed packet to the Membership Chair.

5. The final dates completed application and all supporting documentation will be accepted are **DECEMBER 31 and JUNE 30**.

To avoid potential embarrassment to your applicant and to yourself, please be certain that she meets the criteria for membership. These are printed on the enclosed sheet.

If at all possible, introduce your applicant to at least one person on the Membership Committee and ask her to join you at your table.

Women's Professional Forum  
Application for Membership

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Business Address: \_\_\_\_\_

Home Address: \_\_\_\_\_

Business Phone #: \_\_\_\_\_

Home Phone #: \_\_\_\_\_

Job Title: \_\_\_\_\_

Occupation: \_\_\_\_\_

Employer: \_\_\_\_\_

Occupational Categories (see enclosed list)

Email address: \_\_\_\_\_

Business of your company \_\_\_\_\_

Field of work \_\_\_\_\_

Professional designation (for certified/Degreed): \_\_\_\_\_

Position Description: \_\_\_\_\_

Indicate the level of your position in the organization: \_\_\_\_\_

Number of people reporting directly to you: Managerial \_\_\_\_\_

Number of people reporting indirectly to you: \_\_\_\_\_

If you are a business proprietor or consultant, describe the scope of your business in terms of how long you have been in business, annual sales/revenues, number of employees, geographical market, and time commitment to business.

Explain how you meet the membership criteria as defined on the enclosure (address full-time experience, and category).

What do you have to offer the members of the Women's Professional Forum?

The following three sponsors from the current membership list may be asked for recommendations (indicate the date you attended a luncheon meeting with each):

Primary Sponsor: \_\_\_\_\_

Date of Luncheon Attendance: \_\_\_\_\_

Sponsor: \_\_\_\_\_

Date of Luncheon Attendance: \_\_\_\_\_

Sponsor: \_\_\_\_\_

Date of Luncheon Attendance: \_\_\_\_\_

\_\_\_\_\_  
Signature

PO Box 38594, Greensboro NC 27438 Phone: 605-9108 Fax: 605-9103

(Rev. 06/08)

### **ROLE OF ALL WPF SPONSORS**

1. Introduce candidates to the membership chair and as many membership committee members as possible.
2. If you have any questions regarding a potential applicant's suitability for membership, including whether or not the applicant's professional category quota has been reached, please contact the current Membership Chair or a member of the committee BEFORE asking the applicant to submit an application.
3. Understand the WPF membership criteria and goals, realizing that the scope of experience, achievements, and job responsibilities are important.
4. Be sure you know the applicant well enough to sponsor her with integrity and be strong enough to decline sponsorship if you do not.
5. The major strength of WPF is its diversified membership committed to active involvement enabling the accomplishment of collective and personal goals.
6. An active member can, after one year's membership, sponsor up to two new members in any fiscal year.
7. Members of the membership committee and supporting members of WPF may not serve as sponsors.
8. If an applicant is rejected for membership, sponsors will be notified by telephone prior to notifying the applicant. A copy of the letter sent to the applicant will be mailed to the sponsors.

### **PRIMARY SPONSOR**

In addition to the responsibilities of all sponsors, a primary sponsor should shepherd the application by:

- Discussing applicant with the Membership Committee chair
- Securing the application
- Introducing the applicant to WPF members, especially the Membership committee
- Seeing that the applicant attends three luncheons – one with each sponsor
- Ensuring that all deadlines are met
- Consulting with the applicant on her finished WPF application to ensure thoroughness and the best presentation of the applicant.
- Sending the application along with the written recommendation from Sponsors 2 and 3 in a completed form, rather than piecemeal. This may be emailed or ground-mailed to the Membership Chair.
- Making an effort to help the new member meet WPF members and become active in our organization, through committees, interest groups, special projects and events.

### **SPONSORS 2 AND 3**

In addition to the role of all WPF sponsors, sponsor 2 and 3 should:

- Be sure to meet all deadlines
- Help the primary sponsor secure information about the applicant if needed
- Attend a luncheon with the applicant
- Make an effort to help the new member meet other WPF members and become active in our organization through committees, interest groups, special projects and events.

PO Box 38594, Greensboro, NC 27438

Sponsor Recommendation for

Prospective Member  
Women's Professional Forum  
Greensboro, NC

The Membership Committee has received an application for membership from:

How well and in what capacity do you know this applicant?

Please furnish the Membership Committee with specific information as to why you think this applicant meets the criteria for membership (see attached) and why this applicant should be a member of WPF. The more specific your comments, the more they will help the Membership Committee compare sponsor endorsements.

I certify that this individual has attended the \_\_\_\_\_ luncheon meeting (specify which month) as my guest.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**PLEASE RETURN THIS RECOMMENDATION TO THE PRIMARY SPONSOR IN TIME FOR HER  
TO SEND THE COMPLETED APPLICATION TO THE MEMBERSHIP COMMITTEE  
NO LATER THAN DECEMBER 31 or JUNE 30**

Membership Criteria

Active WPF membership is open, by invitation only, to women:

- Who are employed full-time with residence or careers within the greater Greensboro area.
- Who are experienced upper management executives, licensed or degreed professionals, business owners, elected or appointed to public office; and others who, in the judgement of the Membership Committee, could contribute to and profit from the activities of the Corporation.
- Who have a minimum of two years' experience in the same or related field of work from which the applicant is asking to be considered.
- Who are sponsored by three active members, one of whom is identified as the primary sponsor. (Sponsors must have at least one full year of WPF membership and can sponsor up to two new members in any fiscal year.)
- Who attend a WPF luncheon meeting with each of her sponsors, a total of three meetings, within the twelve months prior to application.

To retain active membership status once admitted, the member must attend 50 percent or more of the monthly luncheon meetings.

#### OCCUPATIONAL CATEGORIES

Use this list to complete the part of the application form that asks for the applicants' company business and field of work categories.

- |   |                                    |
|---|------------------------------------|
| 1. Accounting                             | 15. Health Services—Other          |
| 2. Advertising/Marketing                  | 16. Human Resources/Training       |
| 3. Banking                                | 17. Design                         |
| 4. Business owner                         | 18. Investments/Financial Services |
| 5. Communications/Media                   | 19. Insurance/Risk Management      |
| 6. Computing/Data Processing              | 20. Law—Judicial/ Government       |
| 7. Consulting                             | 21. Law—Private Practice           |
| 8. Development                            | 22. Manufacturing/Production       |
| 9. Education                              | 23. Religious                      |
| 10. Engineering/Architecture              | 24. Nonprofit Agency               |
| 11. Fine Arts                             | 25. Printing/Photography           |
| 12. Government/Elected/Appointed Official | 26. Real Estate                    |
| 13. Health Services-Mental                | 27. Retail                         |
| 14. Health Services – Physical            | 28. Transportation/ Travel         |