



2024 PROVISIONAL CHAPTER FORMATION CHECKLIST

What your proposed chapter must do:

- _____ Complete Provisional Chapter Application (See Section 4, Application), including:
 - _____ List of officers, membership chairperson and outreach chairperson
 - _____ Contact information for chapter advisor, if a student chapter
 - _____ List of charter members, including WAI member numbers if available
- _____ Complete WAI Provisional Chapter Agreement (See Section 4, Agreement).
- _____ Enclose WAI membership applications and membership dues for new members.
- _____ Pay the \$100 chapter application fee via check (payable to WAI), or via Credit Card.
Please visit www.wai.org/products/provisional-chapter-application-fee to pay the application fee via Credit Card.

List payments enclosed or paid:

- \$ _____ \$100 WAI provisional chapter application fee
- \$ _____ WAI membership dues
- \$ _____ Total (Non Refundable)

What WAI will do:

- _____ Review documents.
- _____ Issue a provisional WAI chapter number.
- _____ Notify the chapter president of the provisional chapter number.
- _____ Add chapter information to WAI web site and announce chapter formation in *Aviation for Women Magazine* and to WAI board members and staff.

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

Jessi Litz-Rowden
Manager of Chapter Relations
1864 Dayton Germantown Pike, Unit 4
Germantown, OH 45327-1100 USA



2024 Provisional Chapter Agreement

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

Chapter agrees to obtain tax-exempt status from its state or other governmental authority, or as a participant in the WAI group ruling, or by participating in its educational institution’s tax exemption.

Chapter agrees to incorporate in its state, province or country.

Chapter agrees to establish chapter bylaws in accordance with guidelines provided by WAI.

Chapter agrees, if it is a U.S. chapter, to obtain a Federal Employer Identification Number.

Chapter agrees to maintain a minimum of 10 members for U.S Chapters or 6 members for International and Student Chapters, and to ensure that all Chapter Members are current WAI members. Chapter Members are defined as persons who pay Chapter dues, vote, 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 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 provisional status at any time if Chapter does not adhere to above agreements. 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 the Chapter, and neither WAI nor the 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.

PROVISIONAL CHAPTER

Chapter Name _____

President’s Name _____

President’s Signature _____

Date _____

WOMEN IN AVIATION INTERNATIONAL

WAI Manager of Chapter Relations,

Jessi Litz-Rowden

WAI Manager of Chapter Relations Signature:

Signature _____

Date _____



2024 PROVISIONAL CHAPTER APPLICATION

CHAPTER NAME: Women in Aviation, _____ Chapter

CHAPTER MEETING LOCATION: _____

MEETING DAY OF MONTH: _____ MEETING TIME: _____

PRIMARY CONTACT (FOR WEBSITE): _____

PHONE NUMBER: _____ E-MAIL ADDRESS: _____

CHAPTER ADVISOR (if a student chapter): _____

PHONE NUMBER: _____ E-MAIL ADDRESS: _____

WEBSITE, SOCIAL MEDIA ADDRESSES: _____

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: _____

DATE OF FIRST MEETING: _____

SIGNATURE OF PRESIDENT: _____



THE CHARTER MEMBERS (minimum of 10 in US/6 Int'l/6 Student) OF OUR CHAPTER ARE:

1. _____ WAI # _____
(Name - please type or print)
Phone: _____

2. _____ WAI # _____
(Name - please type or print)
Phone: _____

3. _____ WAI # _____
(Name - please type or print)
Phone: _____

4. _____ WAI # _____
(Name - please type or print)
Phone: _____

5. _____ WAI # _____
(Name - please type or print)
Phone: _____

6. _____ WAI # _____
(Name - please type or print)
Phone: _____

7. _____ WAI # _____
(Name - please type or print)
Phone: _____

8. _____ WAI # _____
(Name - please type or print)
Phone: _____

9. _____ WAI # _____
(Name - please type or print)
Phone: _____

10. _____ WAI # _____
(Name - please type or print)
Phone: _____

11. _____ WAI # _____
(Name - please type or print)
Phone: _____



12. _____ WAI # _____
(Name - please type or print)

Phone: _____

13. _____ WAI # _____
(Name - please type or print)

Phone: _____

14. _____ WAI # _____
(Name - please type or print)

Phone: _____

15. _____ WAI # _____
(Name - please type or print)

Phone: _____

16. _____ WAI # _____
(Name - please type or print)

Phone: _____

17. _____ WAI # _____
(Name - please type or print)

Phone: _____

18. _____ WAI # _____
(Name - please type or print)

Phone: _____

19. _____ WAI # _____
(Name - please type or print)

Phone: _____

20. _____ WAI # _____
(Name - please type or print)

Phone: _____