



2024 OFFICIAL CHAPTER FORMATION CHECKLIST

What your proposed Official Chapter must do:

- _____ Complete the Official Chapter Application, to include:
 - _____ Names, addresses, telephone numbers and e-mail addresses of President, Vice President, Secretary, Treasurer, Membership Director, and Outreach Director
 - _____ Contact information for chapter advisor (who must also be a WAI member), if a student chapter
 - _____ List of at least 10 current chapter members for US Chapters, 6 for International Chapters, or 6 for Student Chapters, including WAI member numbers (if known)
- _____ Complete signed WAI Official Chapter Agreement.
- _____ Provide a copy of chapter's Articles of Incorporation & a copy of the chapter Bylaws
 - _____ Purpose section reads exactly as guidance material requires
 - _____ Membership section reads exactly as guidance material requires
 - _____ Dissolution section reads exactly as guidance material requires
- _____ Provide evidence of a Federal Employer Identification Number assigned to Chapter by the IRS
- _____ Provide evidence of chapter's tax-exempt status or statement authorizing inclusion in the group exemption ruling
- _____ Provide description of planned community educational or mentoring outreach event
- _____ Provide description of planned membership recruitment event
- _____ Enclose or pre-pay the US\$150 Official Chapter Application Fee. You can pay by check (make check payable to Women in Aviation International and send to 1864 Dayton Germantown Pike, Unit 4, Germantown OH 45327). Or you can also pay via credit card at <https://www.wai.org/products/official-chapter-application-fee>

Please visit the WAI Chapter Resources page for more information and guidance material on all of the above process steps, and for tools to help you manage your chapter in the future!
(www.wai.org/chapter-resources)

What WAI will do:

- _____ Review documents.
- _____ Issue an official WAI chapter number.
- _____ Notify the chapter president of the chapter's official status and its official chapter number.
- _____ Add chapter to the WAI web site, announce in *Aviation for Women* and in to WAI board members and staff.
- _____ Add chapter to WAI's group tax exemption list, if applicable.

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

Jessi Rowden, Manager of Chapter Relations
Women in Aviation International, 1864 Dayton
Germantown Pike, Unit 4 Germantown, OH
45327-1100 USA



2024 Official Chapter Agreement

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

Chapter agrees to maintain its tax-exempt status with its state or other governmental authority if not included in WAI’s group ruling.

Chapter agrees to keep its incorporation current with its state, province or other governmental authority.

Chapter agrees to annually provide a current copy of its amendments to its articles of incorporation and/or bylaws to the WAI chapter relations manager.

Chapter agrees to maintain a Federal Employer Identification Number.

Chapter agrees to maintain a minimum of 10 chapter members for U.S. Chapters and 6 chapter members for International and Student Chapters, and to ensure that all members of Chapter are current WAI members. Chapter members are defined as persons who pay chapter dues, vote, and/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 agrees to sponsor annually: (i) at least one educational or mentoring community outreach event, and (ii) at least one membership recruitment event. Chapter agrees to provide plans and reports about events to the WAI chapter relations manager.

Chapter and its members agree to assign any copyrights or other intellectual property related to Chapter activities to WAI.

Chapter agrees that it operates as a volunteer organization with no remuneration to officers, directors, or members. Reimbursement for expenses paid for the operation of the chapter will be the exception.

WAI reserves the right to terminate Chapter’s official status at any time if Chapter does not adhere to the above terms. 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 Chapter, and neither WAI nor 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.

Official WAI Chapter

Official Chapter Name

President’s Name

President’s Signature

Date _____

Women in Aviation International

WAI Manager of Chapter Relations,

Jessi Litz-Rowden

Manager of Chapter Relations Signature

Date _____



2024 OFFICIAL CHAPTER APPLICATION

CHAPTER NAME: Women in Aviation, _____ Chapter

PERMANENT CHAPTER STREET ADDRESS (if participating in the WAI Group Tax Exemption):

CHAPTER MEETING LOCATION: _____ MEETING DAY OF THE

MONTH: _____ MEETING TIME: _____ AVERAGE ATTENDANCE: _____

PRIMARY CONTACT (FOR WAI WEBSITE): _____

PHONE NUMBER: _____ E-MAIL ADDRESS: _____

WEB SITE ADDRESS (if any): _____

CHAPTER ADVISOR (if a student chapter): _____ PHONE

NUMBER: _____ E-MAIL ADDRESS: _____

FEDERAL EMPLOYER TAX IDENTIFICATION NUMBER: _____ DATE OF

INCORPORATION: _____ RENEWAL DATE _____

TYPE OF TAX EXEMPTION: _____ WAI Group Ruling _____ College or University Exemption

DATE CHAPTER BYLAWS RATIFIED: _____



DESCRIPTION OF ANNUAL MEMBERSHIP DRIVE GOAL:

DESCRIPTION OF EDUCATIONAL OR MENTORING OUTREACH EVENT GOAL:



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: _____

SUMMARY OF 2023 ACTIVITIES & 2024 PLANS

MEMBERSHIP RECRUITMENT EVENTS HELD IN 2023:

MEMBERSHIP RECRUITMENT EVENTS PLANNED FOR 2024:



EDUCATIONAL OR MENTORING OUTREACH EVENTS HELD IN 2023:

EDUCATIONAL OR MENTORING OUTREACH EVENTS PLANNED FOR 2024



SCHOLARSHIPS AWARDED IN 2023:

SCHOLARSHIPS PLANNED FOR 2024:

**IS YOUR CHAPTER PLANNING TO HOLD
A GIRLS IN AVIATION DAY IN 2024?**

YES

NO

PRESIDENT'S SIGNATURE _____ **Date** _____
01/2024