

# CREW NETWORK CHAPTER MEMBERSHIP APPLICATION

**Date:** \_\_\_\_\_ **Chapter Acronym (if any):** \_\_\_\_\_

Legal name of organization: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Email / web address: \_\_\_\_\_

**Primary contacts for applicant organization:**

1. Name / job title: \_\_\_\_\_

Employer / address: \_\_\_\_\_

Phone / email: \_\_\_\_\_

Position within applicant organization: \_\_\_\_\_

2. Name / job title: \_\_\_\_\_

Employer / address: \_\_\_\_\_

Phone / email: \_\_\_\_\_

Position within applicant organization: \_\_\_\_\_

3. Name / job title: \_\_\_\_\_

Employer / address: \_\_\_\_\_

Phone / email: \_\_\_\_\_

Position within applicant organization: \_\_\_\_\_

**I. OPERATIONS OF THE ORGANIZATION**

**A. Operating Budget**

1. Please briefly describe the organization's fiscal year, dues structure, sponsorship, etc.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. CREW Network requires that its chapters be classified as 501(c)(6) tax-exempt organizations by the Internal Revenue Service (IRS). Has the applicant organization received a determination letter granting 501(c)(6) status?

\_\_\_ YES      Attach a copy of the IRS determination letter.

\_\_\_ NO      Attach a copy of the application for this status and indicate the date which the application was submitted. \_\_\_\_\_

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**I. OPERATIONS OF THE ORGANIZATION (Cont.)**

**B. Meetings / programs / special events**

1. Please provide the following information concerning regular membership meetings:

Frequency (monthly, quarterly, etc.): \_\_\_\_\_

Place (hotel, office, restaurant): \_\_\_\_\_

Format (luncheon, dinner, cocktails): \_\_\_\_\_

2. Please describe typical program content and how programs are planned and executed.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**II. MEMBERSHIP PROFILE**

Year founded: \_\_\_\_\_ Current # of members: \_\_\_\_\_

# of members last year: \_\_\_\_\_ Next year (projected #): \_\_\_\_\_

A. What is the stated purpose of the applicant organization?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

B. \*List and describe all classes of membership within the applicant organization. (i.e., full, associate, affiliate, etc.)

\_\_\_\_\_  
\_\_\_\_\_

List the number of members in each class described above.

\_\_\_\_\_  
\_\_\_\_\_

**\* CREW Network’s categories of membership = Full, Associate, Affiliate & Graduate Student.**

Chapters are not required to have membership classes (dues packages) for each of these categories. Likewise, Chapters can have multiple classes within any of these categories. Chapters should **not** set up membership classes with requirements that straddle the requirements of more than one of CREW Network’s categories.

**Full** = currently employed in, with 5+ years’ of experience in a qualified field of commercial real estate (QFCRE)

**Associate** = same as full, but with fewer than 5 years’ experience

**Affiliate** = currently employed in, with 5+ years’ experience in a field related to CRE, which benefits, supports or supplies a service or product to CRE professionals.

**Graduate Student** = full time graduate student, pursuing a career in a CRE field.

Total number of full members must equal **at least 75%** of the cumulative total of Full, Associate, Affiliate & Grad.

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**II. MEMBERSHIP PROFILE (Cont.)**

CREW Network requires that 75% percent of the members of each chapter have at least 5 years of experience and be currently involved in a substantially full-time, professional position, the primary responsibilities of which are in one or more of the qualified fields of commercial real estate (QFCRE), which are listed below.

C. Since a diverse membership is considered a key element in CREW Network's success as a networking organization, please indicate the number of members the applicant organization has in each of the following qualified fields of commercial real estate:

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Accounting   | <input type="checkbox"/> Economic Development       | <input type="checkbox"/> Program/Project Management        |
| <input type="checkbox"/> Acquisitions/Dispositions                          | <input type="checkbox"/> Education                  | <input type="checkbox"/> Property Management               |
| <input type="checkbox"/> Appraisal  | <input type="checkbox"/> Engineering                | <input type="checkbox"/> Public Sector                     |
| <input type="checkbox"/> Architecture                                       | <input type="checkbox"/> Environmental              | <input type="checkbox"/> Quasi-Governmental                |
| <input type="checkbox"/> Asset Management                                   | <input type="checkbox"/> CRE Executive              | <input type="checkbox"/> Transportation & Port Authorities |
| <input type="checkbox"/> Brokerage  | <input type="checkbox"/> Facility Management        | <input type="checkbox"/> Real Estate Development           |
| <input type="checkbox"/> CRE Business Development*<br>(*100% CRE firm only) | <input type="checkbox"/> Finance                    | <input type="checkbox"/> Relocation Services, Corporate    |
| <input type="checkbox"/> Commercial Insurance                               | <input type="checkbox"/> CRE Human Resources        | <input type="checkbox"/> Risk Management                   |
| <input type="checkbox"/> Commercial Lending                                 | <input type="checkbox"/> Interior Design / Planning | <input type="checkbox"/> Title/Escrow                      |
| <input type="checkbox"/> Construction Mgmt/General                          | <input type="checkbox"/> Investment Management      |  |
| <input type="checkbox"/> Contracting  | <input type="checkbox"/> Investor Relations         |  |
| <input type="checkbox"/> Consulting, CRE                                    | <input type="checkbox"/> Land Surveying             | <input type="checkbox"/> Affiliate Member (vendors)        |
| <input type="checkbox"/> Corporate Real Estate                              | <input type="checkbox"/> Land Use Planning/Zoning   | <input type="checkbox"/> Civic Member                      |
| <input type="checkbox"/> Cost Segregation                                   | <input type="checkbox"/> Law                        | <input type="checkbox"/> Graduate Student                  |
|   | <input type="checkbox"/> Market Research            |  |

D. Please indicate the number of members with the following years of experience in the industry:

fewer than 2: \_\_\_\_\_ more than 2, fewer than 5: \_\_\_\_\_ more than 5 years: \_\_\_\_\_

E. How does the applicant organization maintain the highest professional and ethical standards among its members?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

F. On what basis does the applicant organization deny membership?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

G. Has the applicant organization ever expelled a member or members? If so, please describe the circumstances.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**III. OTHER AFFILIATIONS**

A. Is the applicant organization affiliated with any other organization(s)? If yes, please explain.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

B. Does the applicant organization plan to affiliate with other organizations? If so, please specify.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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**IV. DESIGNATED LIAISONS TO CREW NETWORK**

List the two (2) members of your applicant organization who will fill the roles of delegate for the remainder of the calendar year following approval of the applicant organization. Chapter delegates (or assigned alternates) **are required to attend all CREW Network Leadership Summits** (typically held in February, June and October – see [https://crewnetwork.org/leadership\\_summits.aspx](https://crewnetwork.org/leadership_summits.aspx) for dates and locations.)

**Delegate 1:**

Name: \_\_\_\_\_ End of term: \_\_\_\_\_

**Delegate 2:**

Name: \_\_\_\_\_ End of term: \_\_\_\_\_

As a duly authorized representative of the Applicant Organization, I confirm that all of the information presented in this Application is true and accurate, that the Applicant Organization is operating in accordance with its bylaws and budget and that the Applicant Organization is not in violation of the terms of its current bylaws and policies.

BY: \_\_\_\_\_ Date: \_\_\_\_\_  
*Authorized Signature*

Name: \_\_\_\_\_ *(Please type or print)*

Position in applicant organization: \_\_\_\_\_

**V. ATTACHMENTS**

Please attach the following to this application and submit to the address below:

1. A **brief narrative** explaining why and by whom the applicant organization was started.
2. Copy of the **official bylaws** under which the applicant organization is currently operating
3. Copy of the **IRS determination letter stating 501(c)6 status**, OR a copy of the application for 501(c)6 status and the date which the application was submitted. (Canadian applicants can bypass.)
4. Copy of the organizations' **Articles of Incorporation**
5. **Certificate of good standing** from the state of incorporation of the organization.
6. Copy of the organization's **current operating budget** and **current financial statement**, as well as the budgets for the previous two years (if available) and for the first year of CREW Network membership showing how expenses related to CREW Network membership will be funded (CREW Network dues, delegate expenses to attend leadership summits, etc.).
7. **List of members** with full contact information (each individuals' name, title, company, mailing address, email, phone, primary area of specialty & number of years' experience) and **payment for annual network dues** (*members' dues will be returned if chapter is not approved*).
8. **List of the board of directors** and term for each.
9. Signed **Affiliation Agreement**.
10. **Non-refundable check for \$1,500.00 USD application fee** made payable to CREW Network
11. *Copies of past meeting programs, newsletters, organization brochures, etc. (if available)*