

# CREW NETWORK

## Chapter Membership Application Form

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

**Legal name of the organization:** \_\_\_\_\_

**Chapter name:** "CREW" must be used at the beginning of CREW Chapter names, followed by a space (no dash or other punctuation) before a specific location. The location used in your name should be known outside of your region, so that individuals in different states/countries can easily discern where your chapter is located.

**Timing of application:** All required materials must be received at CREW Network's office no less than 45 days prior to the first day of a scheduled Leadership Summit, to be placed on the agenda for consideration at that leadership summit. (See upcoming dates: <https://crewnetwork.org/events?category=leadership-summits> )

### Primary Contacts for the 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: \_\_\_\_\_

### Operations of the Organization:

**Operating Budget:** briefly describe the organization's fiscal year, dues structure, sponsorship, etc.

**Tax Exemption** (US applicants only): CREW Network requires US chapters to be classified as 501(c)(6) tax-exempt organizations by the 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. \_\_\_\_\_

\_\_\_ N/A Non-US Organization

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**Operations of the Organization** *(continued)*

**Meetings / programs / special events:** provide the following information concerning regular meetings of the organizations members:

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

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

Format (luncheon, dinner, happy hour): \_\_\_\_\_

Describe typical program content and how programs are planned and executed:

**Purpose/Mission:** What is the stated purpose of the applicant organization?

**Members of the Organization**

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

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

**\*Membership Categories:** List and describe all categories of membership within the applicant organization (i.e., full, affiliate, etc.) and indicate the number of members in each category.

**\* CREW Network's categories of membership = Full, Affiliate, Civic, Graduate & Undergraduate Student.**

Chapters are not required to have all categories, but chapters are requested to use these names to prevent confusion for members / leaders when discussing membership policies or requirements between chapters.

- **Full** = currently employed in a qualified field of commercial real estate (QFCRE), detailed in II. C., below
- **Affiliate** = currently employed in a field *related* to CRE, which benefits, supports or supplies a service or product to CRE professionals
- **Civic** = current civic leader: e.g. government employees, public agencies, non-profits, professors
- **Graduate Student** = full time graduate student, pursuing a career in a CRE field
- **Undergraduate Student** = full time undergraduate student, pursuing a career in a CRE field

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**Members of the Organization** *(continued)*

Commercial real estate encompasses a vast array of industries influenced by professionals across multiple disciplines. As the premier multi-disciplinary network in CRE, CREW has developed a designated a list of commercial real estate fields by which membership can be qualified, known as the Qualified Fields of Commercial Real Estate (QFCRE), listed below.

Since diverse membership is considered a key element in CREW Network's success as a multi-disciplinary business network, CREW Network has established the following two requirements for all chapters.

**CREW Chapter Membership Composition Requirements:**

- 1) **Industry:** 75% of individual members of your chapter must be currently involved in a substantially full-time, professional position, the primary responsibilities of which are in one or more of the QFCREs, listed below.
- 2) **Experience:** A majority of the individual members must have 5+ years of experience in a QFCRE.

**INDUSTRY | Qualified Fields of Commercial Real Estate (QFCRE):**

Indicate the number of members in each of the following qualified fields of commercial real estate:

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

**EXPERIENCE**

Indicate the number of members with the following years of experience in the industry:

Fewer than 5 years: \_\_\_\_\_ 5+ years: \_\_\_\_\_

**Approval/Vetting Process:**

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

On what basis does the applicant organization deny membership?

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

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**Other Affiliations of the Organization**

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

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

**Designated Liaisons to CREW Network**

CREW Network requires each chapter to identify two (2) delegates who act as liaisons between their chapter and CREW Network. The persons selected as delegate should be leaders within the organization who are qualified to represent the chapter's initiatives, obstacles, successes, etc. to the CREW Network board and other chapter leaders.

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/events?category=leadership-summits> for dates/locations.)

**Delegate 1:**

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

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

**Delegate 2:**

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

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

**Signature of Authorized Organization Representative**

As a duly authorized representative of the Applicant Organization, I confirm that 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.

\_\_\_\_\_  
*Authorized Signature*

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

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

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

**Mail the complete, signed application form with the items referenced on the following page to:**

**CREW Network**

ATTN: New Chapter Development  
1201 Wakarusa Dr. Ste. D  
Lawrence, KS 66049

## Application Requirements

**Timing of application:** All required materials must be received at CREW Network's office no less than 45 days prior to the first day of a scheduled Leadership Summit, to be placed on the agenda for consideration at that leadership summit. (See upcoming dates: <https://crewnetwork.org/events?category=leadership-summits> )

The application form and all items listed below are required before an application can be considered.

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. (US Organizations Only) 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.
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 the board of directors** and term dates for each.
8. **List of members** (min. 30 individuals) with full contact information: name, title, company, mailing address, email, phone, area of specialty & number of years' experience and **payment for annual CREW Network membership dues** (*member dues will be returned if chapter is not approved*).
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)*

Please contact me if you have questions.

### Jenny Weissenbach

Director of Member/Chapter Services  
CREW Network

[jennyw@crewnetwork.org](mailto:jennyw@crewnetwork.org)

(785) 856-8274

1201 Wakarusa Dr. Ste D  
Lawrence, KS 66049

<https://crewnetwork.org>