



# Industry Partner Application Procedure

## **1. Submit Application**

Prospective Industry Partners complete and submit the Industry Partner Application Form. All required fields must be filled out for the application to be considered.

## **2. Staff/Volunteer Review**

Association staff and a board volunteer will review the application for completeness and verify that the applicant meets the basic eligibility requirements for Industry Partner membership.

## **3. Board Review & Approval**

Completed applications are presented to the Board of Directors at the next scheduled board meeting.

- The Board reviews the applicant's information
- A vote is taken to approve or deny the application
- Applicants may be asked for additional information if needed

*Note: Approval may take up to one month, depending on the timing of the next board meeting.*

## **4. Notification of Decision**

Once the Board has voted, the applicant is notified of the decision via email. If approved, the applicant will receive onboarding information and instructions for submitting membership dues (if applicable). Applicant will also be notified if denied with reasoning.

## **5. Activation of Industry Partner Membership**

Upon payment of dues, the Industry Partner membership is activated, and the new partner gains access to all applicable member benefits, communications, and directories.