



APPLICATION FOR STARTING A CGOA CHAPTER

1. Proposed Chapter Name _____

President's Name _____

President's CGOA Member ID # *(must be a CGOA member)* _____

President's Mailing Address _____

City _____

State/Prov. _____ **Zip Code** _____

Country _____

Phone Day (____) _____ **Phone Evening** (____) _____

Fax _____

E-mail _____@_____

Chapter's Web (if one is developed) _____

(CGOA Management reserves the right to contact applicant via mail, phone, fax and e-mail, plus it should be understood that if the Web contact information sheet that is part of this application is not submitted to CGOA, the President's Name, City, State and one of the following as available in this order may be published as part of the Chapter Listing in print or on the Web site: e-mail, phone number, address.)

2. Fee for Recognition as a CGOA Chapter is \$40.

Be sure to read attached "Administrative Notes Regarding CGOA Chapter Affiliation".

3. Application cannot be processed without payment.

Method of Payment

Checks payable to Crochet Guild of America (CGOA)

- Check Cashier's Check/Money Order
- Debit Card:** **Credit Card:**
- American Express Discover Master Card VISA

All payments in U.S. dollars drawn on U.S. banks. A \$25 fee will be charged for returned checks.

Card Number _____ Exp _____

3- or 4-digit security code _____ Amt. to be charged \$ _____

Name on Card (Print) _____

Billing Address _____

Signature _____

Office Use Only
Rcvd _____
Amt _____
Ck# _____
Ackd _____

4. Send Completed Application, including This Form, the List of Members/Officers, and the Info for the Web Site Posting of Members With Payment To

ATTN: CGOA
 1100-H Brandywine Blvd
 Zanesville OH USA 43701-7303
 Ph: 740-452-4541 / Fax: 740-452-2552
 E-mail: CGOA@Offinger.com
 Web: www.crochet.org



CHAPTER MEMBERSHIP LIST

Chapter Name _____ Date _____

Please list the following information for each Chapter member. (Note: include fax and e-mail only if the member approves that CGOA may use this as a means of contacting them.) If room is needed for additional names, simply **photocopy this page as many times as needed**.

Name _____ Office Title: President
(CGOA Member ID Number) _____
Address _____
City/State/Zip _____
Phone _____
Fax _____
E-mail _____

Name _____ Office Title (if any): _____
(CGOA Member ID Number) _____
Address _____
City/State/Zip _____
Phone _____
Fax _____
E-mail _____

Name _____ Office Title (if any): _____
(CGOA Member ID Number) _____
Address _____
City/State/Zip _____
Phone _____
Fax _____
E-mail _____

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(CGOA Member ID Number) _____
Address _____
City/State/Zip _____
Phone _____
Fax _____
E-mail _____

Name _____ Office Title (if any): _____
(CGOA Member ID Number) _____
Address _____
City/State/Zip _____
Phone _____
Fax _____
E-mail _____



Information for the CGOA Web Site Posting of Member Chapters

Please fill out and mail to CGOA the following information as you wish it to be posted in any print notices and on the CGOA Web site at <http://www.e-offinger.net/cgoa/public/chaptersearch.cfm>.

Please update staff at CGOA@Offinger.com anytime this information changes.

(Please print clearly)

As of this Date: _____

Submitted by: _____

Chapter Name: _____

Meets Where (suggestions: building, room, address, city, state): _____

Meets When (suggestion: days, state, time): _____

Meeting State (state's abbreviation, please): _____

Meeting Country (if not US): _____

Notes, or Alternate Meeting Info: _____

Web Meeting Info: _____

Web Meeting Site: _____

Contact Name: _____

Contact E-mail: _____

Contact Phone: _____

Alternate Contact Name: _____

Alternate Contact E-mail: _____

Alternate Contact Phone: _____

Chapter Web site: _____



ADMINISTRATIVE NOTES REGARDING CGOA CHAPTER AFFILIATION

- 1) Note that payment of affiliation fees is considered by CGOA to be a fee paid by the chapter and not an individual – therefore an individual does not “own” the chapter.

- 2) Any chapter whose contact person(s) fails to return communication with its members and/or CGOA for a period of one month may be deactivated by CGOA (which includes removal from any listings of chapters by CGOA and discontinued communication from CGOA).

- 3) CGOA will send a notice to the prior chapter contact whenever possible if an update to the chapter record is made to reflect new chapter contacts.

- 4) To help avoid confusion, chapters should not have “CGOA” in their chapter name.

- 5) CGOA chapters are defined as “local” chapters, which hold regular “local” (physical, face-to-face) meetings. There is currently (as of 3/09) one online chapter affiliated with CGOA. No further online chapters will be considered until further notice. Local chapters may include online communication with their members, but all officers and chapter contacts must be local.