



Application for Membership 2019

CONFIDENTIAL

Name _____ Current Title/Position _____

Company Name _____

Business Address _____ City _____ State _____ Zip _____

Business Phone _____ Mobile Phone _____

Business Fax _____ E-mail _____

Company Website _____

Length of Current Employment _____ Total Years in Commercial Real Estate Industry _____

Have you been/are you a member of the CREW Network? Yes _____ No _____

If so, which CREW Chapter and which years? _____

If so, when did your membership lapse (approx.): _____

MEMBERSHIP APPLYING FOR: ___Core ___Affiliate ___Candidate ___Student

CORE MEMBERSHIP

Core members are those working in the core specialties needed to complete a commercial real estate transaction.

Check which the experience level which qualifies you as a Core member:

- ___ Graduate degree with 2 or more years professional commercial real estate experience
- ___ 4 year college degree with 3 or more years professional commercial real estate experience
- ___ 3 years licensed as CRE professional with 3 or more years professional commercial real estate experience
- ___ No educational or license requirement with 5 or more years professional commercial real estate experience

PRIMARY SPECIALTY: Choose ONE of the following that best describes your business/position.
For example, an accountant working at an architecture firm would have the QFCRE of "Accounting."
For descriptions of each category, visit www.crewnetwork.org/qualified-fields-commercial-real-estate

Accounting	Acquisitions/Dispositions	Appraisal
Architecture	Asset Management	Brokerage
CRE Business Development	Commercial Insurance	Commercial Lending
Construction Management/GC	Consulting	Corporate Real Estate
Cost Segregation	Economic Development	Education
Engineering	Environmental	CRE Executive
Facility Management	Finance	CRE Human Resources
Interior Design/Space Planning	Investment Management	Investor Relations
Land Use Planning & Zoning	Land Surveying	Law
Market Research	Program Mgmt/Project Mgmt	Property Management
Public Sector	Quasi-Governmental Transportation & Port Authorities	Real Estate Development
Relocation Services, Corporate	Risk Management	Title/Escrow

Secondary Specialty: _____

AFFILIATE MEMBERSHIP (must fit one of the categories listed below):

Affiliate members are those who benefit by or support commercial real estate and supply a service or physical product related to the commercial real estate transaction.

- Graduate degree with 2 years professional commercial experience
- 4 year college degree with 3 years professional commercial experience
- No educational requirement with 4 years professional commercial experience

PRIMARY SPECIALTY: Choose ONE of the following that best describes your business/position.

Art	Interior & Exterior Landscaping	Painting
Commercial Cleaning	Marketing Agency	Roofing
Flooring	Mechanical/Electrical	Website
Furniture	Newspapers/Journals	Other (at Board's discretion):

Secondary Specialty: _____

CANDIDATE MEMBERSHIP (must fit one of the categories listed below):

Candidate members do not yet meet the qualifications for education and experience but are in a CRE position.

- Transition from Student Membership
- Under 2 years professional commercial real estate experience
- 2 years professional commercial real estate experience
- 2 years professional commercial real estate experience with 4 year college degree
- Other: _____

PRIMARY SPECIALTY: Choose ONE of the following that best describes your business/position.

For example, an accountant working at an architecture firm would have the QFCRE of "Accounting."

For descriptions of each category, visit crenetwork.org/qualified-fields-commercial-real-estate.aspx

Accounting	Acquisitions/Dispositions	Appraisal
Architecture	Asset Management	Brokerage
CRE Business Development	Commercial Insurance	Commercial Lending
Construction Management/GC	Consulting	Corporate Real Estate
Cost Segregation	Economic Development	Education
Engineering	Environmental	CRE Executive
Facility Management	Finance	CRE Human Resources
Interior Design/Space Planning	Investment Management	Investor Relations
Land Use Planning & Zoning	Land Surveying	Law
Market Research	Program Mgmt/Project Mgmt	Property Management
Public Sector	Quasi-Governmental Transportation & Port Authorities	Real Estate Development
Relocation Services, Corporate	Risk Management	Title/Escrow

Secondary Specialty: _____

STUDENT MEMBERSHIP:

Student members are actively pursuing a career in the commercial real estate industry through course study related to the CRE industry or related professions, as defined by the specialty categories listed above.

Estimated Graduation Date.: _____

Are you enrolled in Undergraduate or Graduate Course of Study for 12+ hours/week? _____

Major/Concentration: _____ Minor: _____

Extracurricular Involvement: _____

REFERENCES

Applicant Name: _____ Date: _____

Commercial Real Estate References (List three (3) people, with their contact information, who can verify your activity in commercial real estate **OR** include three (3) letters of reference with your application.)

1. Name _____ Position/Title: _____

Company Name _____

Business Address (City, State) _____

Phone _____ Email _____ Years Acquainted: ____

2. Name _____ Position/Title: _____

Company Name _____

Business Address (City, State) _____

Phone _____ Email _____ Years Acquainted: ____

3. Name _____ Position/Title: _____

Company Name _____

Business Address (City, State) _____

Phone _____ Email _____ Years Acquainted: ____

Referred to MNCREW by (if applicable): _____

MNCREW committee(s) interested in serving on: _____

Please see the end of this application for MNCREW committee opportunities.

I hereby request and authorize any person or any business referred to in this application to give any information, and answer any questions asked by MNCREW concerning my work history, ability, current status, or character in connection with this application. I also agree to answer any questions by the Membership Engagement Committee or MNCREW's Board of Directors relating to this application. Further, I agree to notify the Executive Director if at any time I am no longer engaged in commercial real estate or do not meet MNCREW membership requirements as stated in the bylaws.

_____ **To the best of my knowledge, the preceding facts and statements are true.**

REMINDER:

Dues paid to MNCREW are not deductible as charitable contributions for Federal income tax purposes, but may be deductible as business expenses.

**** Please note that your application could take up to 60 days to approve. In the meantime you are invited to attend the monthly meetings at the member rate and are eligible to join a committee.**

PLEASE COMPLETE THE FOLLOWING INFORMATION OR ATTACH A RESUME

Employment History

Begin with job previous to current position. Please be specific regarding duties and responsibilities.

1. Company name _____

Business address _____

City _____ State _____ Zip _____

Business Phone _____

Date Employment Began _____ Ended _____

Title/Position _____ Contact _____

Job Description _____

2. Company name _____

Business address _____

City _____ State _____ Zip _____

Business Phone _____

Date Employment Began _____ Ended _____

Title/Position _____ Contact _____

Job Description _____

Additional Information

Education _____

Other memberships, organizations, designations, etc.

How did you hear about MNCREW? _____

INVOICE

MINNESOTA COMMERCIAL REAL ESTATE WOMEN
(MNCREW)

2019 Membership Dues – Membership active through 12/31/2019

_____ CORE membership dues: \$430

_____ AFFILIATE membership dues: \$570 + \$1,000 towards sponsorship
(MNCREW staff will contact you for sponsorship allocation upon approval of your application)

_____ CANDIDATE membership dues: \$445 until eligible for CORE membership

_____ STUDENT (Graduate) membership dues: \$230

_____ STUDENT (Undergraduate) membership dues: \$160

Method of Payment: _____ Credit Card _____ Check

Visa/MC/Amex #: _____ Exp Date: _____

Authorized Signature: _____

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Please send completed application and copy of this invoice, along with payment, to:

MNCREW
4248 Park Glen Road
Minneapolis, MN 55416
Phone: (952) 928-4669
Fax: (952) 929-1318
Email: info@mncrew.org

MNCREW Tax ID# 41-1814181

Name: _____

Company: _____

Address: _____

City, State, Zip: _____

Dues paid to MNCREW are not deductible as a charitable contribution for Federal income tax purposes, but may be deductible as a business expense.

MNCREW membership belongs to the individual, not the company, regardless of who pays the membership dues.



MNCREW COMMITTEE OPPORTUNITIES

Every MNCREW committee provides its members with the opportunity to serve our mission of influencing the advancement of each member's career. Our members get involved, network, and grow. For more information or to get involved, please contact the committee chairs listed on the MNCREW website at mncrew.org/about/committees.

Communications Committee

The Communications Committee is responsible for maintaining and expanding MNCREW's presence, influence, image and brand both inside and outside the organization. Some of the responsibilities are:

- Create and publish a high-quality and well-branded electronic monthly newsletter
- Obtain publicity for all programs and events through existing media relations and new sources
- Manage and enforce the MNCREW "brand" including the chapter website content and all printed collateral
- Create and maintain social media pages and content (Twitter, LinkedIn, Instagram, Facebook, etc.)

Education & Leadership Committee

The purpose of the Education & Leadership Committee is to provide educational opportunities and career skills outside of monthly programs for members, as well as provide educational opportunities that support the career development of undergraduate and graduate female students pursuing degrees in real estate or core fields of CREW. Some of the responsibilities are:

- MNCREW Book Club
- Walking Tours for members
- Mentorship program
- Development of other educational opportunities for MNCREW members and students.

Events Committee

The Events Committee finds new and creative ways to maximize MNCREW membership and industry exposure through event planning. On an annual basis, the Events Committee will create signature events around the following criteria. The goal is to offer events that are fun, fresh and ever changing. Some of the responsibilities are:

- Hold events that benefit the CREW Network Foundation
- Hold events that promote networking through social engagement for all members including emerging leaders and legacy members
- Past event examples include: golf event, the MNCREW Celebration Awards, boat cruise, and handbag bingo.

Finance Committee

The purpose of the Finance Committee is to monitor the finances of MNCREW and make prudent and fiscally sound recommendations to the Board of Directors so that MNCREW's financial positions remain healthy. Works under the direction of MNCREW's Treasurer. Some of the responsibilities are:

- Provide oversight of financial statements, bank account reconciliations and audits
- Lead budgeting activities with Treasurer and finalize budget for approval by the Board
- Review "actual to budget" summaries and provide variance summaries to Treasurer
- Review investments and provide investment recommendations and strategy



MNCREW COMMITTEE OPPORTUNITIES

Member Engagement Committee

The focus of the Member Engagement Committee is to identify and recruit new members and ensure existing members are inspired to actively participate in the CREW Network. The committee recruits and retains quality members to MNCREW who will, in turn, broaden the range of experience levels and professional disciplines within the organization. Some of the responsibilities are:

- Recruit new members while working to retain existing members
- Strategically create and implement a targeted plan to reach out to prospective new members ensuring a cross section of the industry and diverse membership base
- Greeting new members at monthly programs and events
- Acts as a central resource for membership information and promotes the value of CREW Network membership to potential and active members
- Process all new member applications

Programs Committee

The Programs Committee's goal is to provide quality speakers and topics that are timely, informative and of interest to MNCREW's diverse membership at the MNCREW monthly meetings. Some of the responsibilities are:

- Create program topics for monthly programs and recruit speakers
- Lead/moderate monthly programs
- Create course descriptions and learning objectives to qualify for real estate credits
- Manage venue contract and issues for monthly programs
- Collaborate with Sponsor and Member Engagement Committees to plan programs that support their initiatives

Sponsor Engagement Committee

The Sponsor Engagement Committee educates our member companies and the commercial real estate industry at large on the benefits of supporting MNCREW. Some of the responsibilities are:

- Develop and conduct the annual sponsorship drive and subsequent drive campaigns
- Design sponsor benefit packages
- Encourage and solicit MNCREW member and non-member sponsorships where applicable
- Coordinate sponsorship information with Executive Director to make sure sponsors are receiving all benefits due
- Greatest focus for this committee is September through February timeframe

Signature Event Committee

The Signature Event Committee will develop a signature event for MNCREW. The committee was responsible for planning the 2018 Women's Leadership Conference.

Women Run the Cities Committee

The purpose of the Women Run the Cities Committee is to support the race management company in race planning, and develop/manage MNCREW's presence throughout the event. Some of the responsibilities are:

- Work with outside race management company
- Secure event sponsors
- Coordinate MNCREW's presence at race day activity and all pre- and post-race activities