



# 2020 Membership Application

## 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](http://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. **Affiliate member companies are required to contribute at least \$1,000 towards MNCREW sponsorship each year.**

- 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 [crewnetwork.org/qualified-fields-commercial-real-estate.aspx](http://crewnetwork.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.***

**Photo Waiver:** By joining MNCREW and attending MNCREW events, I give permission for MNCREW to use any photographs or videos taken at the event on its website or in promotional materials without compensation. I understand that MNCREW owns all photographs and videos taken at the event

**Information Acknowledgement:** 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 Member 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? \_\_\_\_\_

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# INVOICE

## MINNESOTA COMMERCIAL REAL ESTATE WOMEN (MNCREW)

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2020 Membership Dues – Membership active through 12/31/2020  
Mid-year dues rates go into effect July 1, 2020

\_\_\_\_\_ **CORE membership dues**

\$430 (Full year)  
\$340 (Mid-year – beginning July 1, 2020)

\_\_\_\_\_ **PRIMARY AFFILIATE\* membership dues (first member at company)**

\$1,570 (Full year - **\$1,000 will be applied towards sponsorship**)  
\$1,480 (Mid-year – beginning July 1, 2020 - **\$1,000 will be applied towards sponsorship**)

**\*Affiliate member companies are required to sponsor at a minimum \$1,000/year.**

*MNCREW staff will contact you about sponsorship options upon approval of your application.*

\_\_\_\_\_ **ADDITIONAL AFFILIATE membership dues (additional members at company)**

\$570 (Full year)  
\$480 (Mid-year)

**Name of primary MNCREW member at your company:** \_\_\_\_\_

*If you are unsure if there are other members at your company, contact the MNCREW office to verify.*

\_\_\_\_\_ **CANDIDATE membership dues:**

\$445 (Full year) until eligible for CORE membership  
\$355 (Mid-year – beginning July 1, 2020) until eligible for CORE membership

\_\_\_\_\_ **STUDENT (Graduate) membership dues:**

\$230 (Full year)  
\$160 (Mid-Year – beginning July 1, 2020)

\_\_\_\_\_ **STUDENT (Undergraduate) membership dues:** \$160 (No discount mid-year)

Method of Payment:  Visa  MasterCard  American Express  Check

Visa/MC/Amex #.: \_\_\_\_\_ Exp Date: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

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

**MNCREW**

4248 Park Glen Road, Minneapolis, MN 55416  
info@mncrew.org

**(952) 928-4669**

**MNCREW Tax ID# 41-1814181**

**Applicant Name:** \_\_\_\_\_ **Company:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**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](http://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 bi-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 MNCREW's social media pages and content (LinkedIn, Instagram, Facebook)

### 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 develops and executes the annual signature event for MNCREW and the larger community. In 2019, the committee launched the inaugural MNCork: Battle of the Bottles event.

### **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 to 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