

## **What happens to my application once it is submitted?**

Every application goes first to headquarters where the membership coordinator will check it over for completeness and accuracy. If something is missing, or if he is unable to confirm circulation figures or if links to articles do not work, he will reach out to you for clarification or more information.

A complete and accurate application that meets all our requirements for membership will be checked and approved quickly, first by the membership coordinator at headquarters and then by the Vice President. If further information is needed, the process will take longer.

If there are significant questions about your application – ie, if it seems that you would qualify for a different council, or it appears that your work does not qualify as travel, your application will be sent to the five member Membership Advisory Committee who will recommend either acceptance or rejection.

If everything is in place, and the points are correct, the application will be approved within two weeks, usually within days.

If clarification is needed, or if the application must go to the advisory committee, it can take more time. Be assured that we will help you through the process if there are problems. We want you to join us!

If you have not heard back from our membership coordinator within one month of applying, please contact headquarters.

Once your application is approved, you will be notified and as soon as payment is received for your membership, you will be a full member of SATW.

We hope we've made the process as easy as possible and we look forward to welcoming you into the society.