



## BRANCH AFFILIATE FORMATION REQUEST FORM\*

The undersigned hereby request AAUW to officially form a new AAUW affiliate to be called:

\_\_\_\_\_. The affiliate will be in  
(Ex. AAUW \_\_\_\_\_ Branch)

\_\_\_\_\_ (State), the city/area of  
\_\_\_\_\_.

The contact person for the Affiliate is: \_\_\_\_\_  
Print Name

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone number \_\_\_\_\_ Email address \_\_\_\_\_

The following steps have been completed:

1. ☐ Affiliate organizers have read [AAUW Policy 200 Creating and Naming AAUW Affiliates](#) and [Strategic Plan 2.0](#) for mission and programs of AAUW.
2. ☐ Three to five graduates qualified for AAUW membership have **joined** either [nationally](#) or through a [local branch](#) and will serve as the board of the affiliate. Specifically, the president/administrator and finance officer are required.
3. ☐ AAUW National has informed the affiliate or affiliates in the area from which the new group will be drawing membership. As well as, the State President/Administrator, Membership Vice President, and Finance Officer have been notified.

The following items are due within 60 days of the submission of this form:

4. ☐ Officers list (Include member id, full name, contact details and position)
5. ☐ Apply to IRS for [Employee Identification Number](#)
6. ☐ Signed Affiliate Agreement – Entity type 501c3 or 501c4 depending on your IRS status.
7. ☐ Establish a bank account for the affiliate. Both president/administrator and finance officer should be named on the account. Provide this information to National for dues processing and disbursements.

The following items are due within 90 days of the submission of this form:

8. ☐ Bylaws – Use [AAUW's Model Bylaws](#) for the **required** Articles 1 through 7.

Submitted by: \_\_\_\_\_  
(Signature) \_\_\_\_\_ Date \_\_\_\_\_ Member ID \_\_\_\_\_

Please return signed form to Advancement (Membership) to [branchrelations@aauw.org](mailto:branchrelations@aauw.org).

\*AAUW Affiliates are defined as branches and states affiliated entities.