



# AFFILIATE APPLICATION

Community: \_\_\_\_\_

Population: \_\_\_\_\_ County: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact Title/Position: \_\_\_\_\_

Address Line 1: \_\_\_\_\_

Address Line 1 \_\_\_\_\_

City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Alternate Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Website: \_\_\_\_\_ Preferred Method of Contact:  Email  Postal Service

Alternate Contact: \_\_\_\_\_ Alternate Email: \_\_\_\_\_

Affiliates are entered into the KTB system as Provisional Affiliates until the following steps are completed. The status of an organization is moved to Affiliate status upon submittal of this checklist with all steps completed. An affiliate sign will be provided upon successful completion of all steps.

- STEP ONE:** Review KTB Training Manual CD. (Information on steps 2-8 are provided on the CD)
- STEP TWO:** Determine organizational structure and determine board/committee membership
- STEP THREE:** Prepare mission statement
- STEP FOUR:** Prepare bylaws, organization guidelines, ordinance, and/or resolution
- STEP FIVE:** Get the facts about your community
- STEP SIX:** Prioritize the projects that you would like to accomplish in the first year
- STEP SEVEN:** Establish a budget (This may be in-kind.)
- STEP EIGHT:** Develop list(s) of community/volunteer organizations and media

*We understand that the following are annual requirements to maintain KTB affiliate status:*

1. Submit a \$75 fee (due ~~January 1<sup>st</sup>~~ March 1 annually).
2. Send at least one representative to a KTB or partner sponsored training session annually.
3. Report activities and results by completing an Annual Report (due on January 1<sup>st</sup>).
4. Participate in one (1) KTB endorsed activity annually.
5. Use of the name Keep (Community) Beautiful (maybe a committee of an existing organization)

Signature \_\_\_\_\_

Date \_\_\_\_\_

Keep Texas Beautiful will assign an Ambassador to each provisional affiliate to assist in this process. We agree that we understand the requirements including the provisional status and steps to become an affiliate.

## SERVICES TO AFFILIATES

Services are provided to KTB affiliates to enhance the effectiveness with which they maintain their leadership role in mobilizing grassroots volunteers to address such issues as litter prevention, solid waste management, recycling, beautification and general community improvement.

### Training

- Free Introduction to Keep Texas Beautiful Trainings
- KTB training manuals and resource materials
- Training on board development, funding, volunteer recruitment, cleanup, recycling, publicity, media, beautification and more
- Awards Training CD
- Discount registration to KTB conference

### Products

- Assistance with publicity
- Trash bags
- Posters, trash bags and banners for the Great American Cleanup
- Posters, trash bags and volunteer giveaways for waterway cleanups
- Environmental Education kit
- KTB sign (upon completion of the provisional affiliate requirements)
- KTB flag (upon completion of the provisional affiliate requirements)

### Information

- Quarterly *Grassroots* Newsletter
- Monthly *e-News*
- Access to information on the KTB web site
- Toll free number to call for assistance

### Networking

- Access to a statewide network of more than 358 affiliates
- Access to other organizations offering grant opportunities
- Access to state agency partners such as the Texas Department of Transportation and the Texas Commission on Environmental Quality

### Keep Texas Beautiful Endorsed Events Include

- √ Great American Cleanup
- √ Don't Mess with Texas Trash-Off
- √ Texas Waterway Cleanup Program
- √ Arbor Day and/or Arbor Day Poster Contest
- √ *Waste in Place* Education Training and/or use of the KTB EE Kit
- √ Make a Difference Day
- √ Recycling and/or reuse collections