



## SAMPLE APPLICATION

This application form is for reference only. Formal application must be made online.

The application is intentionally thorough, providing accurate and complete answers will save time overall and ensure that your organization moves smoothly through the chapter enrollment process. Please do not attempt to complete this form without first consulting with IMBA, collecting the pertinent information, and obtaining proper authorization from your organization's governing body.

I affirm that I am authorized to apply for IMBA chapter status on behalf of the organization that I represent, and that the organization has created an application committee: \*

YES

NO

### **Application Committee Contact Info**

#### Primary Contact Information

Name: \*

Email Address: \*

Phone Number: \*

#### IT/Database/Membership Contact Info

Name: \*

Email Address: \*

Phone Number: \*

#### Treasurer/Financial Officer Contact Info

Name: \*

Email Address: \*

Phone Number: \*

#### Secretary/Information Officer Contact Info

Name: \*

Email Address: \*

Phone Number: \*

### **Organization Information**

Legal Name: \*

DBA Name (if applicable): \*

Mailing Address: \*

Email Address: \*

Phone Number (if applicable): \*

Website URL (if applicable): \*

Organization Status: \*

Start-up Organization

Existing Organization - not legally incorporated

Existing Organization - legally incorporated without federal non-profit status

Existing Organization - legally incorporated 501c3 non-profit

Existing Organization - legally incorporated non-profit (501c4 or other)

Mission: \*

### **Current Bylaw Requirements**

Describe the process prescribed by current organization bylaws for making a contract or agreement. Please copy and paste from the existing bylaws. Simply type "no bylaws" if the organization does not currently have bylaws:

Describe the process prescribed by current organization bylaws for making changes to the organization's current bylaws. Please copy and paste from the organization's current bylaws. Simply type "no bylaws" if the organization currently does not have bylaws:

Approximate Number of Current Paid Members: \*

Approximate Total Number of Contacts: \*

Number of Paid Staff (if applicable): \*

Roles of Paid Staff (if applicable): \*

Operating Territory: \*

Describe the geographic area in which the organization typically operates. You can use zip codes, city names, county names, area codes, or geographic boundaries to describe this territory. Please only include the area in which the organization actively advocates for mountain biking through work events, land manager relations, or social advocacy.

List any and all other mountain bike advocacy organizations operating in or adjacent to your organization's described territory: \*

### **Organization Activities**

#### **Events**

In this section, describe typical events and estimate the number of such events that the organization hosts each year.

Trail Work: \*

Social - non-riding: \*

Social - riding: \*

Competitive: \*

Philanthropic (public service other than trail work): \*

Advocacy (lobby days or summit-type events): \*

Describe the Organization's Current Partnerships: \*



Partners can include other advocacy groups, other user groups, business, government agencies, NGO land managers. Only include groups that the organization has actively worked or partnered with over the last 3 years.

List All Current Agreements, Contracts, or MOUs: \*

Average Volunteer Hours Per Year: \*

Average should be based on the last three years. Volunteer hours should include all club activities, including but not limited to trail work, trail design, logistics, operations, events, or advocacy.

Total Miles of Trail Stewarded: \*

Provide the total mileage of trails that the organization is responsible for maintaining or advocating.

Organization Business Operations

In this section, you will provide information about the organization's business operations.

### **Membership Management**

Describe how a member joins the organization: \*

Describe how a member renews their membership: \*

Describe the process and technologies used to manage member or contact data: \*

Include all technologies and techniques employed by the organization to manage member or contact data. Examples include Yahoo Groups, Google Groups, constituent resource management systems, simple spreadsheets, etc...

Describe the process for membership fulfillment: \*

Membership fulfillment is the action taken by the organization to notify a new or renewing member that their membership has been processed. This can be as simple as an email or as complicated as mailing out a new member packet complete with stickers and socks. Please describe all actions taken in the fulfillment process.

### **Insurance and Risk Management**

Current Insurance Provider: \*

Has the organization ever operated without insurance? If so, when?: \*

List any current or past insurance claims or litigation involving the organization: \*

Describe the organization's risk management strategy: \*

Risk management strategy can include, but is not limited to, signage standards, maintenance logs, crewleader training, standardized workday operations, or liability waivers.

### **Accounting**

Describe the organization's accounting process: \*

Please list the technologies or software used for accounting: \*

### **Communication Tools**

Please list the technologies or software used for mass email and outreach communications: \*

This can include, but is not limited to, options like Google Groups, web forums, list servs, or mass email utilities.

How often does the organization send email communications to members: \*

- Daily
- Several Times a Week
- Weekly
- Several Times a Month
- Monthly
- Quarterly
- Rarely
- Never

Select the marketing tools used by the organization for community outreach and marketing: \*

- Website
- Blog
- Brochure
- Print Newsletter
- Posters
- Flyers
- Social Media
- Radio
- Television
- Podcasts
- Youtube/Online Video
- Other

### **Organization Self Assessment**

In this section, provide a brief summary of the organization's strengths, weaknesses, opportunities and threats.

Strengths: \*

Strengths are existing attributes that contribute to the power and effectiveness of the organization.

Weaknesses: \*

Weaknesses are existing attributes that diminish the power and effectiveness of the organization.

Opportunities: \*

Opportunities are potential future actions or attributes that could enhance the power and effectiveness of the organization.

Threats: \*

Threats are potential future actions or attributes that could diminish the power and effectiveness of the organization.