



# PROGRAM MEMBERSHIP APPLICATION PROCESS

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## Program Membership – Organizational Requirements

Organizations requesting membership as a Tier 1 member program must meet the following requirements:

- Comprised of a feminist, private, non-profit, community-based program providing direct service to survivors of domestic violence and their children.
- Must have non-profit, public/private tax-exempt status, or have filed an application to obtain such status, and be operating in the State of Louisiana.
- Must be in accord with LCADV Principle of Unity, Philosophy and meet the COQA Standards.

## Submitting an Application for Membership

Upon inquiry from an interested organization, the LCADV office shall direct the interested organization to the membership section of the LCADV website. The interested program shall complete an application packet and submit it to the LCADV office. All relevant documents to the application packet can be found on the website.

Completed packets can be mailed to the LCADV office at P.O. Box 77308, Baton Rouge, LA 70816 or emailed to Mariah Wineski, Executive Director at [mariah.wineski@lcadv.org](mailto:mariah.wineski@lcadv.org).

## Preparing for Approval Vote

Once the organization has submitted to the LCADV office, the application packet will be reviewed for completion. LCADV staff will contact the applying organization if pieces of the application packet are missing. The application packet is not considered officially received until all necessary documents have been confirmed by the LCADV office.

When the packet is verified as complete, it will be sent to the Membership Committee of LCADV. The Membership Committee will be responsible for the completion of the following items within 60 days of receipt.

- Reviewing the application thoroughly and preparing follow up questions for the applying program.
- Contacting the organization to schedule a site visit to the organization.
- Assuring the site visit is conducted. A site visit typically takes two to three days. The committee will check for compliance of all COQA standards and will meet with the applicant's board members and staff during that visit.
- Preparing a report of the visit to be presented to the LCADV Membership body at the next scheduled quarterly meeting. This report will include a recommendation to the full LCADV membership.

## **Approval Process**

The approval process is completed at the next regularly scheduled Membership Meeting following the site visit. The applying program will be notified of the date of the Membership Meeting in which the report will be presented. The applicant may be asked to come to the Membership Meeting and make a presentation.

At this meeting, the report of the Membership Committee will be reviewed with the full LCADV membership body. When the Membership Committee report includes a recommendation to approve membership of the applying program, the current LCADV member programs shall vote on whether to accept the Membership Committee's recommendation.

Should the membership committee recommend a denial of membership at this time, the application for membership will be denied. The Membership Committee will provide the applying program with recommendations to help them achieve eligibility for membership in the future. Applying programs are welcome to re-apply once they have implemented all recommendations.

Applying organizations will be notified of the status of their application within three (3) business days of the vote.