

SOROPTIMIST INTERNATIONAL OF EUROPE

INSTRUCTIVE GUIDELINES - APPLICATION FOR ADMISSION FORMS

Application for Admission Forms may be obtained from:

Soroptimist International of Europe (SEP)
Jenifer Beles, Executive Officer
72, route de Florissant
CH - 1206 Geneva (Switzerland)
E-mail: jenifer@soroptimisteurope.org

You will need five copies of the Application for Admission Forms for each new Club, which should be mailed as follows:

1 copy to : SI/E President 2009-2011
Eliane Lagasse
Meerlaan 21
BE-9620 Zottegem
E-mail: elianelagasse@hotmail.com

2 copies to : Extension Committee Chairman
Nilgün Özler
Resatbey Mah 62003 Sok. N° 11
TR- 01120 Adana
E-mail: nilgunozler@yahoo.com

1 copy to : Executive Officer of SEP
(address as stated above)

1 copy : For the applying Union's files.

Application for Admission forms **MUST BE FILLED OUT IN EITHER ENGLISH OR FRENCH AND MUST BE SUBMITTED AT LEAST FOUR MONTHS BEFORE THE FIRST REQUESTED CHARTERING DATE.**

The Application for Admission forms are quite specific regarding the information and details required, so that no further guidelines need to be mentioned here regarding the cover page and the following inside pages. However, we would like to draw your attention to the fact that specific and detailed information is required concerning the professional classification.

Example

<u>Professional classification</u>	<u>Present position</u>
Librarian	State Library
Physical therapist	School for handicapped children
Skin disease doctor	Private practice
Nurse	Hospital, geriatrics

On the last (back) page, you are requested to give the proposed dates for chartering the new Club. Please give **three** proposed dates. You may, if you wish, indicate which date you prefer, but it is necessary to submit three possible dates. Also, although 18 members are enough to form a new Club, it is desirable that you start a new Club with 22 members. One last request, please make sure that completed forms are as legible as possible.

The list of names on the Application Form may be modified, by adding or if necessary by deleting members, up to two weeks before the charter date. For such modifications the same procedure must be followed as for the Application for Admission Forms.

Please also indicate which of the two official languages (English or French) is preferred by the Club.

