



Affiliate Application

Community: _____

Population: _____ County: _____

Contact Name: _____

Contact Title/Position: _____

Mailing Address Line 1: _____

Mailing Address Line 2: _____

City: _____

Zip Code: _____

Phone: _____

Fax: _____

Website: _____

Email: _____

Alternate Contact: _____

Alternate Email: _____

Alternate Phone: _____

Communities that complete the application and submit the application fee are entered into the KTB system as provisional affiliates until the following steps are completed. Organizations are moved to official affiliate status upon submittal of this checklist with all steps completed. An affiliate sign will be provided upon successful completion of all steps below.

- STEP ONE:** Review KTB training materials on -8 are provided flash drive. (Information on steps 2 provided on the flash drive).
- 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 \$100 fee annually.
2. Send at least one representative to a 4-hour KTB or partner sponsored training session annually.
3. Report activities and results by completing an annual report.
4. Participate in one KTB-endorsed activity annually.
5. Use of the name Keep (Community) Beautiful. (May be a committee of an existing organization).

Signature: _____

Date: _____

Please submit your application and \$100 application fee via post:

**Keep Texas Beautiful
New Affiliate Application
8850 Business Park Drive, Ste . 200
Austin, Texas 78759**

Via email:

info@ktb.org

Subject: New Affiliate Application

Or via fax:

512.478.2640

ATTN: Christine Chute Canul