



## APPLICATION FORM - ASSOCIATE MEMBERSHIP

**MTJA Inc. Associate Members** are persons engaged primarily in public relations and destination marketing within the travel industry who work or reside within the Association's membership area and have worked regularly with travel media for a minimum of one year.

MTJA Inc. attempts to maintain an Active-to-Associate ratio of approximately 3:1 in order to preserve the group's primary identity as a travel journalism association and to focus on the ability of Active Members to produce high-quality travel content.

Associate Membership is by application and requires sponsorship from two current MTJA Inc. members in good standing who have been part of the Association for a least one year and who have personal knowledge of the applicant's professional work, and who are familiar with his or her abilities. Each sponsor must submit a separate Sponsor Form.

Associate Members may designate an alternate to represent them at any MTJA Inc. meeting the Associate Member cannot attend (both cannot attend the same meeting or conference). **Alternate Associate Members** pay separate dues and do not have voting rights.

**Exempt Members** enjoy the privileges of Associate membership and may serve on most committees; the board of directors; and task forces excluding the Nominating Committee, the Membership Committee or the Membership Renewal Committee. Exempt Members may include state tourism representatives from within our designated 13-state area; representatives of major domestic and international airlines, rail transportation services and international tourism destinations with a base of operations in the United States; and/or travel-related businesses with operations in multiple states. These members are not considered in the Active-to-Associate ratio. Exempt members without an office in our designated 13-state area will not have voting rights and may not serve in an elected position.

### **Applicants for MTJA Inc. Associate Membership must submit:**

1. This completed application form.
2. A list of travel accounts or a description of your destination and its story potential.
3. A letter on your organization's letterhead from your immediate supervisor verifying your position and your tenure in that position.
4. A one-page letter detailing your experience in the travel industry, length of time in the field, percentage of time devoted to working with travel journalists, and any other pertinent information about your education and/or work within the travel industry.
5. Two [Sponsor Forms](#).
6. A \$50 non-refundable application fee.
7. OPTIONAL — Other applicable information such as travel-related honors, awards and affiliations.



**Applicants for MTJA Inc. Alternate Associate Membership must submit:**

1. The completed contact information portion of this application.
2. A cover letter from the designating Associate Member that indicates the applicant is qualified and regularly assigned to provide media support services as a component of their position. No sponsors or application fee are required.

**Applicants for MTJA Inc. Exempt Membership must submit:**

1. The completed contact information portion of this application.
2. A written recommendation from the applicant's immediate superior.
3. Two [Sponsor Forms](#).
4. A \$50 non-refundable application fee.

***Questions about Associate Membership qualifications or criteria? Please contact:***

Associate Vice President, Jessica O'Riley at 515-348-6256 or [jessica.oriley@iowaeda.com](mailto:jessica.oriley@iowaeda.com)



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Type:             Associate                       Alternate Associate                       Exempt Associate

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Position/Title/Status: \_\_\_\_\_ Since: \_\_\_\_\_

Company: \_\_\_\_\_

Work Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

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

Work Email: \_\_\_\_\_

Home Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

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

Personal Email: \_\_\_\_\_

**Questions about Associate Membership Qualifications or Criteria:**

**Contact:** Associate Vice-President, Jessica O’Riley 515-348-6256 [jessica.oriley@iowaeda.com](mailto:jessica.oriley@iowaeda.com)

**SPONSORS**

Applicants must supply names of two members of MTJA who have agreed to serve as sponsors.

1. \_\_\_\_\_

2. \_\_\_\_\_

Please provide each sponsor with a Sponsor Form to be completed and postmarked promptly. Applicants are responsible for ensuring that sponsors submit forms in a timely manner to ensure prompt review.



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## SPONSORS

Applicants must be sponsored by two current MTJA Inc. Active or Associate members in good standing who have been members of the Association for at least one year. Each sponsor must submit a separate **Sponsor Form** for your application to proceed. Sponsors should familiarize themselves with the applicant’s work enough to make sure that the applicant meets membership qualification requirements before submitting a sponsor form.

Please note: It is the applicant’s responsibility to ensure Sponsor Forms are submitted in a timely manner directly to the MTJA Inc. mailing address or submitted electronically to [admin@mtja.us](mailto:admin@mtja.us).

### MTJA Sponsors

1. \_\_\_\_\_
2. \_\_\_\_\_

Applicants should mail all hard copy materials along with a non-refundable \$50 application fee check payable to “Midwest Travel Journalists Association Inc. to:

**MTJA Inc.**  
**902 S. Randall Road, Suite C311**  
**St. Charles, IL 60174**

Or submit materials electronically to: [admin@mtja.us](mailto:admin@mtja.us).

To pay non-refundable \$50 application fee by credit card, please [CLICK HERE](#) or provide the details below.

Cardholder Name <i>(as it appears on card)</i>			
Phone		Email	
Card Type <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> Discover <input type="checkbox"/> Amex		Expiration	CID*
Card Number			
Card Billing Address <i>(must be exact)</i>			
City		State	Zip