



Application Process for Prospective CWBI Chapters

The purpose of this Application Process is to establish a clear process through which a prospective CWBI chapter (Applying Chapter) may work with CWBI and a Mentor Chapter to successfully complete its application to become a CWBI chapter. CWBI's intention is to expand the CWBI family and the scope of its work; facilitate the application process; welcome and support new chapters. The application process is designed to help the Applying Chapter to strengthen, develop best practices, and join a fantastic, supportive community working towards spreading joy around the world.

Criteria :

The organizations which apply to become a Clowns Without Borders International chapter must comply with the criteria laid out in Article 9 of the CWBI-statutes, and must be willing and able to send artists outside of its national borders.

Process :

- Each entity applying for membership will have to submit to the Board a formal written proposal which includes the statutes of the proposed organization, its motivation, and an action plan for the first years. One important criterion for the founders of an applying chapter should be to be making their best efforts to be inclusive of a diverse range of clowns and artists in their country and also to be reaching today's football predictions from experts out to performers beyond their own close contact.
- CWBI Board votes internally and in case of acceptance designates a mentor chapter for the new chapter.
- An MoU is created and signed, describing the scope of this mentorship, between the applying chapter, CWBI and the mentor chapter.
- The application process to become a CWBI chapter is a flexible 4-year process. The CWBI board may decide to shorten or lengthen the application time, but in general applying chapters should expect the process to take 4 years.
- The applying chapter creates a name with guidance from the mentor chapter which is connected with its mission and location and does *not* include the words 'without borders' - for example, 'Mexico Clowns' would work, but not 'Clowns Without Borders-Mexico.'
- Each entity applying for membership will create its statutes according to CWBI statutes.
- The applying chapter registers in its home country as a non-profit organization with its current name and builds its own organization with a board of at least 5 members - e.g. Mexico Clowns.
- The applying chapter creates a logo, which can be used during the application process and after acceptance as a CWBI chapter, with guidance from the mentor chapter as needed. This is to ensure continuity in recognition of the organization even if its name changes in the future to include 'without borders.'
- The applying chapter's logo should be included in its marketing materials. It may also include the mentor chapter's logo, as specified in the MoU.
- The applying chapter may announce in its external communication that it is working towards becoming a CWBI chapter.
- Each entity applying for membership will have to contain members who have participated in 2 previous projects with 2 different members of Clowns Without Borders International.

- When the applying chapter's application is completed, the CWBI Board will evaluate the application and vote on whether to accept it as a CWBI chapter. CWBI requires the written recommendation of at least two members of Clowns Without Borders International.
- At that time the CWBI Board may also decide against accepting it as a chapter or may need more time or information to decide. The applying chapter may also decide not to become a CWBI chapter, and continue to operate as it is, with its current name.
- If the applying chapter is approved by the CWBI Board to become an official CWBI chapter, the new chapter will re-name itself to include the words 'without borders' in its name. There will be a re-naming ceremony; the new chapter, mentor chapter, and CWBI will widely publicize the new chapter and its new name; and the new chapter will transition in its home country to operate under this new name. The ceremony can be documented and used as a communication tool for the new chapter to re-connect with partner organizations that know it by its old name.