



WOMEN OF THE ELCA APPLICATION FOR APPROVAL AS A SPECIAL UNIT

Directions for completion: Per action taken by the voting members of the Fourth Triennial Convention, adopting an executive board recommendation to establish special units within the organization of Women of the Evangelical Lutheran Church in America, the following **application for approval** has been established. This form is to be completed by applying unit and transmitted to synodical women's organization president who will provide photocopies and forward a copy to executive board president and executive director of Women of the Evangelical Lutheran Church in America.

Note: Application approval is determined by the executive board in consultation with the president of the synodical women's organization where the special unit is geographically located.

Synod name: _____

Region number & synod letter: _____

Type of setting for the special unit:

- | | |
|---|---|
| <input type="checkbox"/> Congregation under development | <input type="checkbox"/> Post-secondary institution |
| <input type="checkbox"/> Synodically authorized worshipping community | <input type="checkbox"/> Other* _____ |
| <input type="checkbox"/> Nursing, retirement, or assisted-care facility | |

* Specify features that qualify unit for special unit status on a separate sheet of paper and attach.

Name of special unit: _____
(e.g., university of xyz campus unit)

Address of unit (mailing address): _____
Primary location of unit

Contact person for unit: _____

Phone number: (____) _____ **Fax:** (____) _____

E-mail: _____

Mailing address: _____
For contact person
(if different from above)

Type of activities anticipated by applicant:

(Check all that apply.)

Growth

Women of the ELCA Bible study

Community

Fellowship/Support

Action

Service project(s)

Please specify _____

Statement of compliance

Like all other units, special units have their own constitutions and function in accordance with Women of the Evangelical Lutheran Church’s Approved Model Constitution and Bylaws. Special units also need to operate within the policies and procedures of the institution in which they are located so that issues concerning institutional recognition and liability are addressed (for example, a special unit on a college campus would need to observe the rules for being recognized as a campus organization).

This applying unit is recognized by the institution. *Please attach original or photo copy of appropriate documentation and obtain appropriate institutional official signature below.*

Once recognized, special units function in the way that congregational and intercongregational units function. They are eligible to send a delegate to the synodical women’s organization convention in the synod where the special unit is located, provided that the unit meets the constitutional requirements for doing so, and to nominate women for election to synodical and churchwide women’s organization offices and positions.

Special units are included in cluster or conference and synodical activities in the geographic location where they are organized, as well as in educational and leadership opportunities sponsored by the churchwide organization.

In applying, this unit agrees to participate in the synodical women’s convention, in cluster or conference activities, and in churchwide women’s organization events.

Signed (Unit representative)

Date

SWO president signature

Date

Institution authorization (Name and title)

Date