



Washington Association for the Education of Young Children

841 N Central Avenue, Suite 206, Kent, WA 98032

Phone: (253) 854-2565 Fax: (253) 813-3646 Email: waeyc@waeyc.org

Checklist for Establishing a Member Hub

Purpose

In areas of the state with no readily accessible local affiliate, a member hub offers a group of WAEYC members the opportunity to offer learning and networking experiences in their own community. The members of each recognized Hub receive guidance, support and funding from WAEYC, but are free to determine their own needs and develop opportunities to meet those needs, either on a short-term or long-term basis.

Process

Review the attached document that outlines the responsibilities between WAEYC and Member Hubs. Check off each step of the process below as completed and submit to WAEYC.

	1. Area of the state to be served by Hub:
	2. Member Names:
	3. Contact Person:
	4. Goals of the Group: (What could WAEYC members expect to get from participating in this hub?)
	5. List of Possible Activities: (Note: Your group will be responsible for requesting financial support for activities/services by submitting a proposed budget and for providing documentation for reimbursement.)
	6. Identify the kind of communication your group would like between the group and WAEYC:
	7. Anticipated Length of Member Hub: (On-going long-term or short-term group based on a particular interest.)



Washington Association for the Education of Young Children

841 N Central Avenue, Suite 206, Kent, WA 98032

Phone: (253) 854-2565 Fax: (253) 813-3646 Email: waeyc@waeyc.org

WAEYC Member Hub Contract

We agree to the follow responsibilities between this Member Hub and our Parent Affiliate:

Member Hub Responsibilities to Parent Affiliate

1. Complete and submit a "Checklist for Establishing a Member Hub".
2. Submit requests for member services/activities for approval, including projected expenses.
3. Provide supporting documentation for reimbursement of fees, as well as evaluation summaries of the activity.
4. Provide local representation at WAEYC meetings/events as requested.
5. Provide copies of newsletters or other communication to hub members.
6. Support the mission, interests, and positions of WAEYC when conducting official business as an organized group.
7. Provide other reports as requested.

Parent Affiliate Responsibilities to Member Hub

1. Provide written approval of requests for events/activities, including insurance coverage.
2. Provide allotted budget report quarterly.
3. Provide WAEYC membership rosters from the geographical area quarterly.
4. Provide requested payment or reimbursement in a timely manner after proper documentation is received.
5. Provide technical assistance as needed.
6. Notify WAEYC members in an area where a hub is forming, providing contact information for the hub.

Member Hub Representative

Parent Affiliate Representative

Date

Date