

# Professional Membership Application



## About the SGAA

The Stained Glass Association of America is a professional trade association whose membership consists of the finest artists and studios working in the restoration, preservation, design and fabrication of architectural stained and decorative art glass in the United States and around the world.

The purpose of the SGAA is to preserve, promote, and advance the stained glass industry in America through standards, advocacy, education, and connection.

The SGAA commits to its members:

*Be the trusted source for stained glass education and standards*

*Help members grow their craft, credibility, and businesses*

*Strengthen the stained glass ecosystem through connection and advocacy*

Thank you for your interest in becoming a Professional Member of the Stained Glass Association of America. This membership level is for experienced craftsperson, artists, educators, and designers who are dedicated to high-quality stained glass work and industry best practices.

## Who Should Apply?

Applicants must be Affiliate Members in good standing for at least one year and have been in the stained glass field or equivalent professional practice for a minimum of three years.

Professional membership is open to individuals, studios and businesses in these *classifications*: **Glass Studios / Artisans, Retailers, Teachers, and Galleries.**

## Application Fee

There is a separate \$125 application fee for each professional classification desired.

Applications for each professional membership classification must be submitted independently.

## Professional Membership Dues

	Annual Fee (USD)
With Full Sourcebook* Profile	\$595
Without Sourcebook Profile	\$235

\*Sourcebook is the online Directory at [stainedglass.org](http://stainedglass.org)  
*Full Sourcebook Profile includes website hyperlink, images, detailed description, and prominent top of page sorting.*

## Your Guide to Submitting a Successful Application

### **Review the Complete Application Packet First**

*Have all your documents and portfolio files ready. We cannot assemble applications from multiple emails or hunt through websites. Only applications submitted as one complete package will be reviewed. Incomplete or abandoned applications will not be refunded, and application fees cannot be carried over—you will need to submit a new fee with any future application.*

# Professional Membership Application

## Summary of Membership Benefits:

Membership Benefit / Feature	SGQ Subscriber	Affiliate Member	Industry Partner	Professional Member	Accredited Professional
1. Stained Glass Quarterly (SGQ) magazine subscription	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2. Access to SGQ Archives & SGAA Library		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
3. Able to submit to Member Spotlight		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
4. Access to Resources on the SGAA <a href="#">Member Portal</a>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
5. Early access and Discounted Rates to Conferences, Regional Events, and Educational Programs		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
6. Able to submit work to juried and member Exhibitions		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
7. Use of SGAA Membership logo		<input checked="" type="checkbox"/> <small>(General logo)</small>	<input checked="" type="checkbox"/> <small>(Partner logo)</small>	<input checked="" type="checkbox"/> <small>(Professional Logo)</small>	<input checked="" type="checkbox"/> <small>(Accredited seal)</small>
8. Invitation to attend & receive a written report of General Membership Meetings		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
9. Able to serve on SGAA Committees		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
10. Opportunity to serve on the Board of Directors		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
11. Voting rights on Membership issues and Technical Documents			<input checked="" type="checkbox"/> <small>(1 vote)</small>	<input checked="" type="checkbox"/> <small>(1 vote)</small>	<input checked="" type="checkbox"/> <small>(2 votes)</small>
12. Able to Participate in Affinity Calls			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
13. Directory Listing and Profile* on the Sourcebook (stainedglass.org) <small>*Full Sourcebook Profile includes website hyperlink, images, detailed description, and prominent top of page sorting.</small>			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
14. Opportunity to serve as an Executive Officer on the Board of Directors				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
15. SGAA Professional Certificate				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
16. Opportunity to receive Calls for Bid in Public Art and Commission Work that come through the SGAA Office				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
17. Opportunity to receive Calls for Bid in Restorations that come through SGAA Office					<input checked="" type="checkbox"/>
18. SGAA promotes and advocates for Accredited Studios to Preservation, Architecture, & Related Industries					<input checked="" type="checkbox"/>

# Professional Membership Application

## Instructions to Apply

### Before you begin:

*Have all your documents and portfolio files ready before you start. We cannot assemble applications from multiple emails or hunt through websites or cloud links. Only applications submitted as one complete package will be reviewed.*

*You may print and submit this documentation by mail as a single packet, or you may use a cloud based file sharing service like Google Drive or Dropbox to assemble and deliver your files.*

- Google Drive: Share your folder with sgaahq@gmail.com (this is required for Google Drive access)
- weTransfer, Microsoft Cloud, Dropbox and all other services should be shared with: membership@stainedglass.org

*Applications will not be processed until the application fee has been received. The application fee may be paid online or be sent to the office via check. Incomplete or abandoned applications will not be refunded, and application fees cannot be carried over. You will need to submit a new fee with any future application.*

### Instructions to Apply:

1. **Complete the full application form below.**  
All fields must be filled out. Incomplete applications cannot be reviewed.
2. **Print and sign applicable fields.**
3. **Pay your Application Fee using the QR Code or Link provided in this packet.**
4. **Submit the entire application package in one email to: membership@stainedglass.org**  
Please use the subject line:  
**Advanced Membership Application – [Your Name / Studio Name]**  
*If materials need to be sent broken up across multiple emails, please send them consecutively once everything is organized rather than individually spread out over a period of time. Links to websites, or social media pages will not be accepted in the place of a distinct portfolio submission.*
5. **Once the office verifies your application is ready to go to committee, the Membership Credentials Committee will review your complete file.**  
The membership committee may take up to 6 weeks to review new applications. If your application meets the requirements, we will contact you to schedule a panel interview. If files are missing, you will have 30 days to gather additional materials.
6. **Applications missing required materials will not proceed to review.**  
We cannot assemble, chase, or interpret materials across multiple emails — the responsibility for a complete package is on the applicant.

# Professional Membership Application

## Part I: Applicant Information

Fill out the following application, sign, and compile with all required documentation:

Full Name of Studio Owner:	
Business / Studio Name:	
Mailing Address:	
City:	
State / Province:	
Postal Code:	
Country:	
Email:	
Phone:	
Website:	
LinkedIn/Social Profile(s):	

## Additional Team Members Information (*as applicable*)

Billing Contact:		Studio Manager/ Lead Artist Name:	
Email:		Email:	
Phone/Ext.:		Phone/Ext.:	

## Part II: Professional Classification (Select One Per Application)

- Glass Studios / Artisans:** Established businesses creating glass art, custom commissions, and/or repairs and restoration, dedicated to industry best practices and professional ethics.
- Retailers:** Established businesses selling stained glass supplies, tools, and materials, and/or finished products, to both hobbyists and professionals.
- Teachers:** Experienced artisan educators providing classes to those learning or expanding knowledge of the glass crafts, following standards and guidelines for industry best practices.
- Galleries:** Galleries that showcase and sell art glass pieces, whether contemporary or historical, promoting the work of glass artisans to the public view.

## Part III: Engagement with SGAA

### Verify and Affirm the Following Prerequisites:

\_\_\_\_\_ (*initial*) Owner/Studio has been an **Affiliate Member** for at least one (1) year.

\_\_\_\_\_ (*initial*) Studio has reviewed the SGAA's Governance – Guiding Principles & Policies: SGAA [Conflict of Interest](#), [Harassment](#), and [Non-Discrimination](#) Policies. (*linked here*)

# Professional Membership Application

## Part IV: Required Documentation Checklist *(more details on next page)*

- Business Documentation (FEIN, Sales Tax ID, license(s) as applicable)
- Proof of Current Certificate of Liability Insurance (COI)
- Safety Documentation (policy and/or training)
- Signed Acknowledgment and Agreement to the SGAA Code of Ethics *(attached here)*
- Resume/CV for Business or Artisan *(maximum five (5) pages)*
- Letters of Recommendation *(from within last three (3) years)*  
(2 from recent clients + 1 from Professional Member + 1 from Accredited Member)
  - Client Letter 1: \_\_\_\_\_
  - Client Letter 2: \_\_\_\_\_
  - SGAA Member Recommendation Letter: \_\_\_\_\_
- Sample Studio Contract

### Portfolio of Work

- Portfolio of Work *(maximum ten (10) pages in PowerPoint, PDF, or equivalent format)***  
Submit five (5) high-quality project samples completed within the last three (3) years  
*Specific documentation requirements for each classification (Artisan/Studio, Retailer, Teacher, Gallery) are detailed on the following pages.*

Your portfolio should showcase work directly related to the professional classification you are applying for. If you are applying as an Artisan/Studio, show us your studio projects. If you are applying as a Teacher, show us your teaching. The committee is evaluating your work in the specific category you've selected.

We cannot review links to websites, social media pages, or multiple, unsorted image locations. Your portfolio must be a self contained document or file that the committee can open and review without navigating external sites or assembling materials on your behalf.

There is no single required format. Members have successfully submitted numbered image files with a corresponding caption sheet, simple PowerPoint presentations, or formatted PDFs. Each project in your portfolio should be identified with enough context for the committee to understand what they are looking at: what the project was, where it was, when it was completed, and what your role was.

### Submit your Application fee:



**SGAA Professional Membership Application Fee                      \$125.00**

*QR Code or link opens a payment invoice through Quickbooks Online for payment with Credit Card, Paypal, Venmo, ACH bank transfer, or ApplePay.*

You may also send a check to the office at 371 Delaware Ave, Buffalo, NY 14202. Please mark "Professional Application Fee" on the memo line of the check. Application will not be processed until all materials and application payment have been received.

[https://connect.intuit.com/pay/StainedGlassAssociationOfA/scs-v1-075dfe46111d4a728a1a6c0d9e30e77a848f0801a93e486ab1e220e86694c7621795dff1204c422f8a66ffbbe866afa?locale=EN\\_US](https://connect.intuit.com/pay/StainedGlassAssociationOfA/scs-v1-075dfe46111d4a728a1a6c0d9e30e77a848f0801a93e486ab1e220e86694c7621795dff1204c422f8a66ffbbe866afa?locale=EN_US)

# Professional Membership Application

## Part V: Interview Process\*

Members will complete a panel interview with SGAA Accredited & Professional Members on the Membership Credentials Committee. Interview will be conducted in person at an SGAA conference or via Zoom outside of a conference. Applicants should be prepared to discuss in detail one or more projects presented in the portfolio, demonstrate technical knowledge, and explain their processes.

Applicants in each classification will also be asked about their philosophy and:

- **Artisan / Studio:** their approach to glass projects (commission &/or restoration).
- **Retailer:** their convictions in their approach to glass and supporting artists/studios.
- **Teacher:** their approach to learning and expanding knowledge of the glass crafts.
- **Gallery:** their approach to promoting the work of glass artists to the public, whether contemporary or historical.

*\* NOTE: If Professional Membership is not recommended by the Membership Credentials Committee, the applicant will be notified of the factors contributing to this decision and will be given an opportunity to correct any deficiencies and reapply within the review year.*

Please mark general availability and what time zone you're working from for the committee:

- |                                    |                                    |   |
|------------------------------------|------------------------------------|---|
| <input type="checkbox"/> Morning   | <input type="checkbox"/> Monday    | <input type="checkbox"/> Eastern Standard (ET/EST)  |
| <input type="checkbox"/> Mid-Day   | <input type="checkbox"/> Tuesday   | <input type="checkbox"/> Central Time (CT)          |
| <input type="checkbox"/> Afternoon | <input type="checkbox"/> Wednesday | <input type="checkbox"/> Mountain Time (MT)         |
| <input type="checkbox"/> Evening   | <input type="checkbox"/> Thursday  | <input type="checkbox"/> Pacific Time (PST)         |
|                                    | <input type="checkbox"/> Friday    | <input type="checkbox"/> Alaska Time (AKT)          |
|                                    |                                    | <input type="checkbox"/> Hawaii-Aleutian Time (HAT) |
|                                    |                                    | <input type="checkbox"/> Atlantic Time (AT)         |
|                                    |                                    | <input type="checkbox"/> Other: _____               |

## Agreement & Signature

By signing below, I affirm that all submitted information is accurate and will be reviewed and held by the Credentials Committee and in the SGAA Archives:

Printed Owner's Name:	_____
Signature:	_____
Date:	_____

Submit completed form, application fee, and all documentation to: [membership@stainedglass.org](mailto:membership@stainedglass.org)

# Professional Membership Application

## Application Guide & Additional Resources

### Documentation & Portfolio Requirements:

We understand this is a substantial amount of documentation. Not every studio will have every item in a polished, ready to submit format, and that is okay. We are looking for professionalism and a willingness to engage in the process, not perfection. If you do not have a particular document, make a note explaining what you have in place or are working toward.

Every item on this list tells the committee something meaningful about your practice. Some applicants complete this process in weeks, others take months, and that is not a failure. Studios that use the application as an opportunity to formalize the systems they haven't yet documented come out of this process stronger than when they started.

The Membership Credentials Committee is made up of your peers and mentors. If the application reveals areas where your practice could grow, that is not a disqualification. It is the beginning of a professional relationship. Do not skip a section because it feels difficult. That effort is part of what this membership level represents.

#### Required Business Documentation

We're looking for verification of ownership and organizational structure. Depending on your business type and location, the documents you have available will vary. Provide what applies to your practice:

- FEIN / IRS letter
- Sales Tax ID# (*as applicable*)
- Commercial Business &/or Contractor's license (*as applicable*)
- Commercial Lease (*Retailer, Gallery*)

At minimum, provide at least one document that establishes your business identity (such as an FEIN or Sales Tax ID) and any licenses or permits required for your type of work in your jurisdiction.

#### Insurance Documentation

Professional studios carry different types of insurance depending on their size, practice, and the types of projects in their pipeline. At minimum, all studios working with stained glass should carry general liability insurance and coverage for work in transit and in the studio.

- Current certificate of insurance (COI): proof of insurance for general liability, and care & custody of property of others in transit and in the studio (Bailee Insurance, Inland Marine, etc.)
- Worker's Compensation (*as applicable*)

If your practice does not involve handling client property or work in transit (for example, some Teachers or Retailers), note this in your application and provide the insurance documentation that does apply to your business.

#### Acceptable Proof of Studio Safety Standards

- Description of Studio Safety Policy, &/or
- Description of Safety Training Program

Working with stained glass involves exposure to lead, flux fumes, glass dust, and other materials that require awareness and safe handling practices.

For this application, we are asking you to demonstrate that safety awareness exists in your practice. This does not require a formal written policy, though if you have one, please include it. At minimum, provide a brief written statement (at least one paragraph) describing how you approach health and safety in your studio. This might include how you handle lead exposure and blood lead level monitoring, ventilation and respiratory protection, personal protective equipment, glass dust management, safe storage and disposal of hazardous materials, or training practices for employees or students.

This statement will also serve as a conversation point during your panel interview, where the committee may ask follow up questions about your studio practices.

SGAA believes that professional practice includes a commitment to the health and safety of everyone in the studio. As our updated safety resources become available, we will share them with all members to support studios in strengthening their safety programs.

#### Professional Experience (max five (5) pages\*)

This section establishes the depth and breadth of professional experience behind your studio or practice. We are looking for documentation of how long key members of your team have worked in the industry, what their professional background includes, and what licenses or certifications your team may hold.

- CV / Resume for Studio or Owner
- \*Resume or Work Summary for key employee(s) (*optional*) (*maximum one (1) page each additional, as applicable*)
  - studio director / manager
  - site manager / project manager
  - lead artist, etc.

#### Letters of Recommendation

Applying for Professional or Accredited membership means you are stepping into a deeper level of involvement with this community. By the time you apply, your year as an Affiliate member should have brought you into contact with other Professional or Accredited members through committee work, regional events, online community participation, or other forms of engagement with the Association.

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## Application Guide & Additional Resources

We ask for recommendation letters because this is a peer reviewed process. Having a current member who knows your work speak on your behalf is one of the most meaningful parts of your application. If you are not yet connected with a Professional or Accredited member, now is the time. A complete list of members at those levels is available at [stainedglass.org](http://stainedglass.org). If you need help finding contact information for a specific studio, let us know. Reach out, introduce yourself, and ask.

- Recommendation letters from two (2) clients\*, with projects completed within the last three (3) years  
\*Client interviews may be conducted by the Committee prior to the interview
- Letter of support from one (1) current Accredited Professional member
- Letter of support from one (1) current Professional Member (or a second Accredited Professional member)

### Sample Studio Contract

Professional practice means putting agreements in writing. We are not evaluating your legal documents for perfection. We are looking for evidence that your studio has a standard practice of documenting the terms of your work with clients, collaborators, or partners. Whatever form that takes in your practice, include a sample.

Your contract or agreement should reflect:

- Terms and General Conditions
- Process and scope of work understanding

Other examples of written agreements that demonstrate professional practice include Memoranda of Understanding (MOU), Gallery or Artist Representation Contracts, Liability Waivers, and Lease Agreements.

### Portfolio of Studio Work (maximum ten (10) pages in PowerPoint, PDF, or equivalent format)

Submit five (5) high-quality project samples completed within the last three (3) years

#### General Tips and Information:

What matters is that your portfolio is organized, clearly labeled, and easy for a volunteer committee to review. A well organized submission reflects the professionalism this membership level represents.

- There is no single required format. Members have successfully submitted numbered image files with a corresponding caption sheet, simple PowerPoint presentations, formatted PDFs, and purpose built web pages.
- We cannot review links to websites, social media pages, or cloud folders of unsorted images. Your portfolio must be a self contained document or file that the committee can open and review without navigating external sites or assembling materials on your behalf.

#### Artisan / Studio Classification:

- Commission &/or Restoration project details:
  - Original design project description should include the architectural settings, individual window & detail photo(s), location, size of project/window(s), completion date, and a brief description detailing any other special considerations or challenges
  - Restoration projects should also include the original fabrication studio (if known), the original windows' age, the restoration date, a brief narrative of the restoration work performed, description of the window failure/damage and how these problems were resolved.
- Include at least one (1) project with a design rendering (e.g. a colored sketch) along with documentation of the completed project.

#### Teacher Classification:

- Class outline that includes details for following industry best practices standards & guidelines
- Note class dates, times, class duration, and student attendance (numbers)
- Tell the story of at least one (1) class/workshop through photos and text that includes thematic content, unique design, fabrication, installation problems &/or solutions, particular types of glass used and why, etc.

#### Retailer Classification:

- Narrative of business plan and retail offerings, including but not limited to stained glass supplies, tools, and materials, and/or finished products.
  - Portfolio must include inventory summary, and indicate the top ten (10) selling products
- Images of retail space with corresponding details for the storefront, square footage of shop, location(s) and a brief description of any other special considerations

#### Gallery Classification:

- Portfolio of glass artists represented by the Gallery, including duration of relationship
- Prospectus for a Call for Glass Art, include photos and text describing thematic content, particular types of glass, display problems and/or solutions, and why, etc.
- Images of gallery space with corresponding details for the storefront, square footage of shop, location(s) and a brief description of any other special considerations or services offered.

#### **A final note on submitting your Portfolio:**

The Membership Credentials Committee reviews applications on a volunteer basis. Portfolios that are clearly organized and self explanatory move through review faster and present your work in the best possible light. If the committee has to dig through unorganized files or guess which project is which, that works against you, not for you.



## CODE OF ETHICS – SGAA ADVANCED MEMBERSHIP APPLICATIONS

SGAA Governance – Guiding Principles & Policies

### CODE of ETHICS

#### General Responsibilities of the SGAA Member

##### SGAA Members will:

1. read and comply with the Bylaws, all Standards and Guidelines, and the Code of Ethics of the Stained Glass Association of America.
2. conduct all professional activities with honesty, integrity, and fairness.
3. avoid misrepresenting one's qualifications regarding areas of expertise, experience, and skill.
4. ensure that all work is carried out to the highest standards.
5. practice the craft safely, and provide a safe work environment for workers and clients in accordance with OSHA rules and other construction safety rules.
6. respect others by avoiding comments that may be construed as litigious about colleagues, business rivals, clients, workers, or others in related disciplines of the construction industry.
7. maintain sound and trusting business relationships with suppliers, subcontractors, and related trades.

#### Responsibility to the Client

##### SGAA Members will:

1. be candid and truthful to the client, and disclose all unavoidable or potential conflicts of interest.
2. furnish the client with a written proposal that adequately and thoroughly describes the scope and procedures to be used in the execution of the work. The proposal shall accurately quote the full amount of compensation expected under the contract's provisions.
3. serve their clients' best interests and keep the client reasonably informed about key decisions, progress, and results.
4. make every effort to comply with existing laws, building codes, and other relevant regulations in all aspects of the project.
5. not make changes in scope or objectives of the project without prior approval by the client.
6. safeguard confidentiality of client information.
7. endeavor to bring to the attention of appropriate parties any condition that he/she is aware of that is likely to adversely affect the health, safety, or welfare of any individual.

#### Responsibility to the Property

##### SGAA Members will:

1. fabricate, repair, restore and install ornamental, decorative and/or architectural glass in a manner in keeping with best known practices, including structural soundness, weather tightness, accommodation for future maintenance, and long-lasting integrity.
2. respect the historic significance of the window when executing conservation or repair work, and keep photographic and written documentation appropriate to the significance of the window, its owner and/or creator, and the structure in which it is located. Such documentation shall be made available to the client.



3. strive to select methods and materials that, to the best of current knowledge, do not adversely affect cultural property or its future examination, scientific investigation, treatment, or function.
4. not compromise the quality of work performed, even when circumstances may limit the resources allocated to a particular situation -- except when temporary measures to stabilize decorative glass facing eminent and immediate loss are performed until funds are available for proper repairs or restoration.

**Responsibility to the Profession and Colleagues**

**SGAA Members will:**

1. strive to speak and act in a manner that brings dignity and respect to the craft and the Stained Glass Association of America.
2. ensure that their employees and sales representatives conform to the SGAA Code of Ethics and always speak and act in a manner that reflects positively on the craft.
3. endeavor to engage in continued professional development, which may include taking courses offered by educational institutions and professional organizations, as well as attending conferences in the craft and related industries.
4. regard the opinions and contributions of others, such as qualified consultants, clients, engineers, and municipal officials regarding methodology and procedure, while, at the same time, allowing for vigorous debate that may contribute to the enlightenment of those privy to the exchange.
5. take credit only for work wholly their own, except that specific, documentable contributions may be highlighted when accompanied by attribution to the originating studio. (Proper form: "I provided flesh painting for this window executed by \_\_\_\_\_ studio.") The name of the originating artist or studio may be omitted with permission of that artist or studio.
6. not offer any gift or other valuable consideration in order to secure work. This does not preclude customary commercial transactions such as buying lunch for the prospect while discussing work scope or charitable donations such as might be given to non-profit organizations.
7. upon receiving supportable information that a fellow member has violated this Code of Ethics, forward that information, in writing, to the Ethics Committee of the SGAA.

**Responsibility to the Public and the Environment**

**SGAA Members will:**

1. practice in a manner that minimizes personal risks and hazards to co-workers, the public, and the environment.
2. be environmentally responsible, advocate sustainable design, construction, and installation, and encourage their clients to do the same.
3. follow all applicable environmental laws and regulations, and where such laws do not exist or are inadequate, will establish and follow standards consistent with a commitment to environmental responsibility.

Signature of Acknowledgment:

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Printed Name of Studio Representative:

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Date:

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*Adopted: April 23, 2014*