



STAINED GLASS ASSOCIATION OF AMERICA

Fully Accredited Application

“To maintain the highest possible standards for excellence
in craftsmanship, integrity and business practices;”

from the official bylaws of the Stained Glass Association of America

From the forming of the first craft guilds in the middle ages, those who practice in a given field have banded together, both for the good of their profession and for the good of their patrons.

The Stained Glass Association of America for over 100 years has been a professional trade association and for the past 50 years has been a 501 c 6 non-profit corporation which mandates an accreditation process. By maintaining the highest possible standards of quality and craftsmanship through an accreditation process, our members uphold the craft in such a way as to reflect honor upon the profession. This is done with the understanding that such practices will help guarantee the patrons of the craft that the product and services they purchase are of the highest standard and thereby both advance the reputation of the profession and insure that it can continue to be practiced with dignity and pride.

The pinnacle of membership is the fully accredited level. These members must meet and exceed the rigorous requirements and expectations of the SGAA.

Benefits of Fully Accredited Membership

- The privilege of using the SGAA Seal in gold with Accredited designation.
- 4 issues of *The Stained Glass Quarterly*.
- 4 issues of *The Kaleidoscope*.
- Access to *SGAA Online* the Members Only Website.
- The right to advertise in the *Sourcebook*.
- Listing in *Sourcebook Accredited Directory* with designated techniques, listing in SGAA Alpha Directory.
- Listings on the SGAA Public Website.
- The opportunity to participate in major SGAA Advertising Campaigns.
- The right to certify your employees as Craftsmen Members
- The right to hold all elective offices
- The right to hold two votes when voting on all SGAA matters put before the membership

Step One

Submit complete application, supporting materials and a \$250 fee (\$200 Association Membership fee plus \$50 administrative fee). The applicant will be considered an Associate Member with all rights and privileges while the application is being reviewed. Associate Membership status is limited to two years only. Applicant is required to attend the Summer Conference following the application date.

Step Two

If the required submissions are deemed satisfactory and the applicant has attended the Summer Conference following the application date, the applicant may then be required to submit a fee of \$300 for a site visit and final evaluation.

Step Three

Payment of \$500 annual dues fee at beginning of fiscal year, June 1st after applicant has been approved for Fully Accredited Membership.

Please call the SGAA Headquarters toll free at 800.438.9581 with any questions you may have as you complete this application and prepare the required supporting materials.



STAINED GLASS ASSOCIATION OF AMERICA

Application for Fully Accredited Membership

Business Name

Name and Title of Voting Member

Street Address City State Zip

Bus. Tel. Fax E-mail

Website

Voting Member Signature Date

By signing above, the applicant authorizes the SGAA and its representatives to: investigate any materials submitted, contact any references supplied, publicly display submitted works in various forms, visit the applicant's studio, and visit any submitted installations.

The three categories of Fully Accredited Membership are: Full Service Studio, Artist/Designer, and Craft Supplier/Manufacturer. Applicants shall meet specific criteria and supply supporting documents as established by the Membership Committee and approved by the Executive Board of the SGAA.

- Full Service Studio:** Applicant shall be an owner, partner or principal of a design/fabrication stained or art glass studio for at least four years, have a reputation for integrity, financial responsibility and quality craftsmanship. Projects submitted must be of sufficient size to illustrate the studio's ability to handle major installations that incorporate the main components of architectural stained glass and/or decorative arts, including but not limited to fabrication, design and installation (suggested that at least one installation be 250 square feet or more). Projects may also include restoration work. All work submitted must be completed within the last four years.
- Artist/Designer:** Applicant shall be professionally engaged in designing for the craft for a minimum of four years, have a reputation for integrity, sound business practice, financial responsibility and quality design that reflects credit upon the association. Projects submitted must be of sufficient size to illustrate designer's knowledge of structure and reinforcement. Applicant shall display a basic understanding of the subject matter.
- Craft Supplier/Manufacturer:** Applicant shall be an owner, partner/principal or appointee of a firm which has been actively distributing or manufacturing materials or products for the stained or decorative art glass craft for a minimum of four years, and whose reputation for integrity and business practice reflects credit upon the association.

Deadline for consideration of this application at the Summer Conference is May 1st.
All applicants must attend the first Summer Conference following their application date in order for their credentials to be considered.

Refer to the following pages for required supporting materials to be sent with this application.

Application for Fully Accredited Membership

Required Supporting Materials

I. Each applicant shall submit the following documentation of financial responsibility, integrity and ethical business practices:

1. Letters from three material suppliers indicating length of business contact and general quality of business relations.
2. Letter from one banking institution indicating in general terms the length and nature of the applicant's banking relationship.
3. A current certificate of commercial/liability/worker's compensation insurance coverage.
4. Two personal character reference letters.
5. Letters of satisfaction from five clients. (For Full Service Studio applicants, the letters of recommendation submitted with each project may fulfill this requirement.)

II. In addition to (I.) above, applicants for *Full Service Studio* shall submit:

1. Submit at least ten architectural projects with at least 20-30 images. Hi-Resolution digital images on a CD are the preferred format. The CD should include a color print out of the photos with captions. Slides are also acceptable and should have the applicant's name and be marked (see diagram on last page) for placing in a carousel, numbered and accompanied by an identification sheet that includes slide number, client's name, location, size and date completed. **Images should show detail and overall views that demonstrate the applicant's knowledge and proper use of reinforcement and installation techniques.**
Restoration projects may be included. Each project should include examples of documentation and an adequate number of slides illustrating detailed "before and after" images. Narrative should include description of restoration work required, including types of window failures and/or damage and how these problems were resolved.
2. A brief narrative describing each of the projects submitted. This should include any special considerations or challenges of the project, the thematic content, special design, fabrication or installation problems and their solutions, special types of glass used and why, etc. A client letter of recommendation must accompany each project.
3. A copy of a business license, permit or sales/use tax certificate.
4. Copies of the most recent owner and employee blood lead level test results. Please white-out names so that privacy will be maintained.
5. One design rendering (colored sketch) along with a slide of the completed project.
6. Curriculum vitae for the applicant of work from the last four years.
7. A one or two page essay on why the candidate wants to pursue the profession of stained glass at the SGAA's highest level of competence. Please include what the applicant hopes to gain from this distinction as well as what the applicant can in turn offer the SGAA.
8. Please list any SGAA Fully Accredited Members with whom you are personally acquainted. The current Full Accredited Membership list can be found on the SGAA website at www.stainedglass.org or reference the current Sourcebook.

III. In addition to (I.) above, applicants for *Artist/Designer* shall submit:

1. Submit at least 20 - 30 slides (35mm) of at least ten installations designed by the applicant, one of which illustrates an understanding of design requirements for a major installation. Slides should include both architectural and detailed views.
2. A brief narrative of the submitted projects, including location, name of client, date of installation, approximate overall size, name of fabricating studio and any additional information the applicant feels would assist the evaluators of the application.
3. One design rendering (colored sketch) along with a slide of the completed project.
4. Curriculum vitae for the applicant from the last four years.

IV. In addition to (I.) above, applicants for *Craft Supplier/Manufacturer* shall submit:

1. Catalogs, brochures and/or other marketing materials which feature products supplied or manufactured by the applicant.
2. A brief biography of the company.

Application for Fully Accredited Membership

Note: The Membership Committee, in very special circumstances and with the approval of the Executive Board, may allow some deviation from these application requirements for certain studio or artist applicants, whose work has been recognized with national awards and published with distinction.

Maintenance of Accreditation:

1. Fully Accredited members are required to attend a Summer Conference at least once every three years. Undue hardship that prevents attendance will be taken into consideration. Other forms of participation and support for the association will be considered as alternatives.
2. Fully Accredited Members are required to submit a project board or slides of recent work at least once every three years to be displayed at the Summer Conference. These become the property of the SGAA.

Fee Schedule:

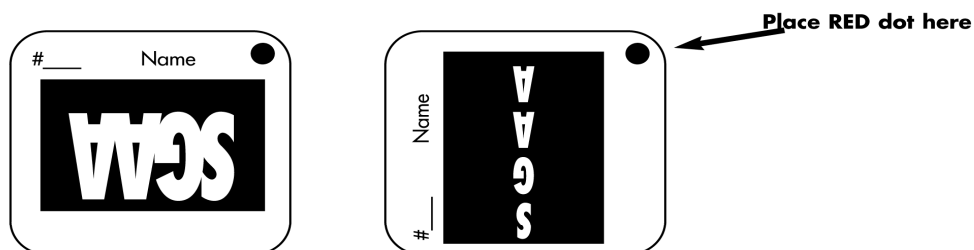
1. An application fee of \$250 must be included with this application (\$200 Association Membership fee plus \$50 administrative fee). The applicant will hold Associate Membership, with all rights and privileges, while the application is being reviewed.
2. **For those applying for Fully Studio Accreditation**, if the required submissions are deemed satisfactory, and the applicant has attended the Summer Conference following the application date, the applicant may then be required to submit a fee of \$300 for a site visit and final evaluation.
3. If Fully Accredited Membership is not recommended, 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 with no additional fee.
4. The SGAA accepts your check, money order, Visa, MasterCard or American Express.

Payment Enclosed Please charge my Credit Card.

Card #: _____ Exp: _____ Verification Code: _____

Please submit the application page, the required fee, and all supporting documents to:
Stained Glass Association of America
9313 E. 63rd Street
Raytown, MO 64133

Proper Method for Marking 35 mm Slides:



Orientation for placement in carousel.