



Helpful Tips for Completing the Prior Approval Application

Handbook: Download and read the 2020 Chapter Prior Approval Handbook & Application. Remember, you may access this via ANFPConnect once you have signed in.

The Application: Think 5! Make sure you have a complete application with all five required documents.

Agenda: The agenda is the foundation of the application. Make it specific so it covers all the necessary information about; the who, what, and when of the meeting.

Speaker Information: Communication with speakers is essential in order to have the vital information of their expertise (bio) and what information they are sharing (learning objectives) with your chapter. Refer to the speaker information form.

Speaker Recommendation Form: Use the speaker recommendation form to share your successful speakers with other chapters. Don't forget to recommend speakers from successful meetings hosted by other organizations.

Certificate(s): The type and amount of certificate(s) matters and depend on how your meeting is set up (i.e. concurrent sessions versus one session per time slot) and how your members register for your meeting. For example, can they register for one day only of a two-day meeting? If so, have a certificate for each day.

Late Fee: Applications submitted less than 30 days prior will be charged a \$50 late fee. Stay on top of your timeline to submit the application without a late fee.

Tools & Resources: Meeting templates, guides, best practices, and additional resources are available on ANFPConnect.

Let ANFP Help You! Contact priorapprovals@CBDMonline.org with questions regarding the prior approval application process. Contact chapters@ANFPonline.org with questions regarding the meeting planning process.