



**3211 4<sup>th</sup> St NE Suite #338**

**Washington DC 20017**

**703-224-0990**

## **Convention Host Application**

**Please review the POLICIES OF THE NATIONAL COUNCIL OF CATHOLIC WOMEN (2021), pg. 12 – 15, (Duties of the Local Volunteer Coordinator and Host Council) to familiarize your Diocese / Province with the financial expectations and personnel time commitment.**

**These policies can be found on the [nccw.org](http://nccw.org) website, Members Resource page.**

**Please complete this application and submit it to the National Office at the above address. Include the following:**

- **Letter of Invitation from Arch/ Bishop**
- **Letter of Invitation from A/DCCW President**
- **In 200 words or less, please explain why this location would be ideal to host a national convention.**
- **Any Additional Information You Feel Would Be Relevant to this Application.**
- **Note: please do not contact any hotels as this will be negotiated by the NCCW.**

**A/DCCW Name:** \_\_\_\_\_

**City of Proposed Convention Site:** \_\_\_\_\_

**Arch/ Bishop Name:** \_\_\_\_\_

**A/DCCW President's Full Name:** \_\_\_\_\_

**A/DCCW President's Phone Number:** \_\_\_\_\_

**A/DCCW President's Email Address  
(Mandatory)** \_\_\_\_\_

**Date Submitted:** \_\_\_\_\_

**The NCCW President will contact applicant(s) via phone for a preliminary interview and to discuss questions.**

**Applicants will be notified of the acceptance or denial of their Convention Host Application pending the decision of the NCCW President, President-elect and Event Planner. The decision will be based upon the availability of hotels with the capacity to accommodate up to 600 attendees.**

**Date Applicant Notified:** \_\_\_\_\_