

## Visiting Member Attendance Record

For some time now, requests have been made for us to design a better system for T.W.U.A. members to receive operator licensing credit when they “visit” another District or Chapter - other than the District or Chapter in which their membership is registered. A prime example of this might be a TEEEX Instructor, or a Sales Representative - who may be a member of T.W.U.A. in the Houston area, but has a chance (while teaching a course in the area) to meet with a T.W.U.A. District located in the Dallas area.

In the past, the only way this individual could receive operator licensing credit for the meeting they visited while in the Dallas area would be for that District’s Secretary to send us a “Dual” Membership Application. By doing so, the visitor’s name would appear on the “Quarterly Attendance Report” and the Secretary would be able to report the training credits. Whether the visitor was required to pay local dues has always been left up to the District or Chapter, and no change is proposed to that arrangement.

We have developed a new “Visiting Member Attendance Record” which may be used to grant operator licensing credit to visitors without the need to file a “Dual” application with the T.W.U.A. Central Office. You may require visitors to pay local dues to receive credit if you wish. This is really meant to help those who may visit another District or Chapter one a year or so, not those who may visit neighboring Districts or Chapters quite frequently.

An original of the new “Visiting Member Attendance Record” is enclosed. We have designed it as a “three up” form, and we ask that you make copies as needed - and cut them to envelope size. The form should be filled out at the meeting. The Secretary may then either mail the completed form to us, or may simply give it to the visitor and advise them that it is their responsibility to mail it to us.

### TEXAS WATER UTILITIES ASSOCIATION VISITING MEMBER ATTENDANCE RECORD

Mail To:

Texas Water Utilities Association  
1106 Clayton Lane  
Suite 112 West  
Austin, Texas 78723-1093

Name of Member: \_\_\_\_\_

TCEQ Lic # of Member: \_\_\_\_\_

District/Chapter Name: \_\_\_\_\_

Date of Meeting: \_\_\_\_\_

Name of Certifying Officer: \_\_\_\_\_

Signature of Certifying Officer: \_\_\_\_\_