

West Virginia Convention and Visitors Bureau APPLICATION FOR ACCREDITATION



REQUIRED BACKGROUND INFORMATION

CVB Name: _____

Business Address: _____

Telephone: _____

Service Area (county, counties, municipality, etc.) : _____

ADDITIONAL INFORMATION

Year CVB was established: _____

Web Site: _____

Fax: _____

Director's Name: _____

Director Bio (please attach on separate page): _____

MANDATORY REQUIREMENTS

You must be able to answer "yes" to the following three questions and provide the requested attachments in order to be considered for accreditation. These three questions are based on existing West Virginia State Code relating to Convention & Visitors Bureaus.

(1) Is your CVB a registered non-profit West Virginia Corporation with the West Virginia Secretary of State's Office? Attach your Articles of Incorporation. YES NO

(2) Do you have a full-time staff working exclusively to promote tourism and to attract conventions, conferences and visitors to your area? (The IRS defines full time staff as working 32 hours per week, at a minimum.) YES NO

Attach a list of your employees with information on the hours per week they are paid to work for your CVB promoting tourism related activities.

(3) Do you provide at least one activity report statement required under West Virginia Code Section 7-18-13a to be filed with each county and/or municipality from which you receive any appropriation of hotel occupancy tax? YES NO

Attach a list of your public funding partners and when you last formally communicated with them.

