

ALL FORMS MUST BE IN HARD COPY FORM
NO EMAILS WILL BE ACCEPTED

Dear Applicant for Provisional Membership,

In order to apply for Key Membership, please take the following steps:

- ***Complete and submit the enclosed student questionnaire, including the contact information. MAIL TO 350 S.Main St. Middletown, CT 06457***
- ***Original application deadline was Friday, March 20, 2020-**NEW DEADLINE is JUNE 24, 2020** (extended due to 2020 Covid quarantine/studio shut down.)***
- ***Ask your sponsoring Key Member to write a letter of recommendation and submit it directly to Steven Bernard by **JUNE 24, 2020**. The letter must be put in his pottery mailbox # 2.***

- ***Contact the instructor who you would like to write a recommendation. If you do not have the contact information, email the office with your request and we can forward your email to that instructor. The teacher letter, teacher questionnaire will be available to be downloaded from the website. Your teacher must submit the completed questionnaire and letter directly to Steven Bernard in a sealed envelope **JUNE 24, 2020**. The envelope should be placed in Steve's pottery mailbox #2.***

Additional information: (PLEASE NOTE CHANGES DUE TO PUBLIC HEALTH GUIDELINES DURING THE COVID-19 PANDEMIC)

The New Key Member Committee will be inviting all applicants to meet the committee members and each other at a casual 'Meet & Greet' social on **Sunday, JULY 12 from 1-3 p.m.** Attendance is required. **Due to the need for social distancing in order to reduce the effects of Coronavirus on our community, this meeting will be held outdoors.** Please plan to bring a few pieces of your work that demonstrate your commitment to your craft and are representative of your artistry.

The New Key Member Committee will review all applicants and make its decision, and you will be contacted by mail to advise you of our decision. Traditionally, new provisional members are introduced at the Annual Key Member meeting, which will occur the first week of June but since we are working to re-open the studio post-quarantine

**If you have any questions or concerns, please feel free to call either
Cindy Koniushesky at 860-478-0710, email cyn8165@gmail.com
or Steven Bernard at 860-729-9877, email bernard11070@gmail.com**