

# WECAN Full Membership Renewal Instructions

for the 2021-22 School Year

1. Read the WECAN Membership Handbook and review the Shared Principles. (The handbook and supporting process documents can be found on the [Organization Membership page](#) of the WECAN website.)
2. Complete both sections of the Self-Study. Send the completed document electronically to your WECAN Regional Representative(s) and to the Membership Coordinator, as instructed on the form. Keep a copy of the Self-Study in your school files for use in your next membership renewal.
3. Read the Site Visit Guidelines for the School.
4. Arrange for a Site Visit to be carried out before May 1, 2022. Contact your WECAN Regional Representative(s) for suggestions for site visitors. See the Site Visit Guidelines for information on expenses.
5. At least two weeks prior to the visit, forward electronically to the site visitor:
  - a) Your completed Self-Study
  - b) Your previous Self-Study and Site Visit Report (*Note: If you do not have these on file, request them from the WECAN Membership Office Administrator, [ofcmembership@waldorfearlychildhood.org](mailto:ofcmembership@waldorfearlychildhood.org).*)
  - c) Orientation for the Site Visitor (available on our website)
  - d) Site Visit Report Form (available on our website)
6. Complete the site visit. Remind the site visitor to submit the completed Site Visit Report to you within 30 days of the visit.
7. After reviewing the Site Visit Report for accuracy, forward it electronically to your WECAN Regional Representative(s) and to the Membership Coordinator. Remember to keep a copy in your school files for use in your next membership renewal.

Following a review of your Self-Study and Site Visit Report, the Membership Coordinator, with the support of the Regional Rep, will make a decision regarding the renewal of Full Membership.

**If you have any questions, please contact your Regional Representative(s), or Laura Mason, WECAN Membership Coordinator, at [membership@waldorfearlychildhood.org](mailto:membership@waldorfearlychildhood.org) or 425-837-9192 (Issaquah, WA).**