

# Author Application



Each year, the Illinois Chapter of Community Associations Institute (CAI-IL) provides area community association leaders and managers with quality information in the form of magazine and e-newsletter articles and blog posts.

We offer several publications to help keep readers up-to-date on the latest legislative activity, management trends, industry best practices, hot topics and subjects of special interest. Readers gain insight and knowledge to help them build excellence in their communities.

We want you to be a part of our publications, giving your peers the knowledge and skills they need to be better managers, board members and industry professionals.

## Why submit an application?

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- Share your skills, experiences and vision with association board members, community managers and industry professionals.
- Increase your visibility and gain recognition and distinction within the community association industry.
- Exchange information and ideas with other industry leaders.
- Participate in a unique opportunity that brings community association professionals, service providers and homeowners together with a common goal.
- Play a part in improving community association living and promote the professionalism of those serving community associations.

We are accepting applications for consideration in planning CAI-IL's magazine and newsletter articles. You may submit an application to write for any or all of the following publications:

***Common Interest Magazine*** is distributed quarterly to 2,000 recipients in print and posted online for thousands more to read. If you would like to write for *Common Interest*, the committee will contact you with a theme and article topic. Occasionally, we accept pre-written articles when the topic is timely and relevant. Articles are roughly 1,200 words in length.

***Community Chronicle*** is distributed monthly via email to 5,500 recipients. Articles may be written on any relevant industry topic, provided they are not self-promotional. Articles are 600-1,200 words in length.

**CAI Blog** is a compilation of articles from sources like *Common Interest*, *Community Chronicle*, and member social media resources. If you have written a blog for your organization, we can repost and share, provided the article is not self-promotional.

Interested authors should complete the application in its entirety and return to Cheryl Murphy at [cherylm@cai-illinois.org](mailto:cherylm@cai-illinois.org). Authors may be paired up to give readers a diverse experience.

# Author Application



## AUTHOR INFORMATION

Name \_\_\_\_\_ Title \_\_\_\_\_

Company Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

E-mail \_\_\_\_\_

**AUTHOR BIO:** (please describe years in industry, degrees, certificates, industry experience, etc.)

**WRITING HISTORY** (List organizations and topics for which you have written in the past three years. Authors with no previous writing history will still be considered.)

**PROPOSED TOPICS** (Check all topics you would be interested in and qualified to write about):

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Collections     | <input type="checkbox"/> Vendor qualifications/selection | <input type="checkbox"/> Effectively Using Volunteers |
| <input type="checkbox"/> Insurance       | <input type="checkbox"/> Maintenance                     | <input type="checkbox"/> Conducting Board Meetings    |
| <input type="checkbox"/> Banking         | <input type="checkbox"/> Working w/Boards                | <input type="checkbox"/> Software/Technology          |
| <input type="checkbox"/> Reserve Studies | <input type="checkbox"/> Legislative Issues              | <input type="checkbox"/> Environmental Concerns       |
| <input type="checkbox"/> Hot Topics      | <input type="checkbox"/> Other Suggestions _____         |   |

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<b>WRITING CONSIDERATION</b> (I would like to be considered for the following publications):	YES	NO
<i>Common Interest Magazine</i> .....	<input type="checkbox"/>	<input type="checkbox"/>
<i>Community Chronicle e-newsletter</i> .....	<input type="checkbox"/>	<input type="checkbox"/>
CAI Blog.....	<input type="checkbox"/>	<input type="checkbox"/>

<b>AVAILABILITY</b> (I am available to write during the following times of year):	YES	NO
1 <sup>st</sup> Quarter (Jan-Mar) .....	<input type="checkbox"/>	<input type="checkbox"/>
2nd Quarter (Apr-Jun) .....	<input type="checkbox"/>	<input type="checkbox"/>
3rd Quarter (Jul-Sep) .....	<input type="checkbox"/>	<input type="checkbox"/>
4th Quarter (Oct-Dec).....	<input type="checkbox"/>	<input type="checkbox"/>

### Writer Agreement:

- I will adhere to deadlines for submitting articles and communicate with committee coordinator throughout the process.
- I will receive permission to use copyrighted materials
- I will refrain from promoting my company in the body of the article.
- I will write articles appropriate for a representative of Community Associations Institute- refraining from making negative comments about the institute’s policies, mission, staff and board members, in my article.
- I understand that CAI and its employees and committees reserve the right to edit or modify my submissions for length and/or content.
- I understand that failure to meet deadlines could impact my or my company’s ability to be able to write for future CAI Illinois publications.

I agree to the terms of the author agreement and will adhere to the deadlines set regarding my article.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date