



# IGMA

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International Guild of Miniature Artisans, Ltd., P.O. Box 629, Freedom, CA • 95019-0629

## 2019

Dear Fellow Applicant,

The Fellow application form and instructions are enclosed. Please read the information carefully. In addition, please thoroughly read the 2018 Fellow Guidelines. If you have any questions, please contact me for guidance.

The following dates govern the submission of your application to the Fellow Selection Committee:

- August 1, 2019 Notification Date – In order to be guaranteed a place in the evaluation, you must notify the Chairperson.
- September 4, 2019 Deadline for receipt of completed application and handcrafted pieces
- September 18, 2019 Evaluation by the Fellow Selection Committee
- September 20, 2019 Meeting of the IGMA Board of Trustees; approval by the Board is required for those applicants recommended by the Fellow Selection Committee.

No items received after the September 4<sup>th</sup> deadline will be considered at this year's evaluation. You may send your submission any time before the deadline; I will confirm receipt of your submission by e-mail. Please allow ample time for shipping. Send your submission to the following address:

Susan Robbins  
6141 Schaller Court  
Germansville, PA 18053  
USA

You will be notified by email of the Fellow Selection Committee's decision shortly after the meeting of the Board of Trustees. Your pieces will be returned to you as quickly as possible after the evaluation. If this is your first submission, please include the nonrefundable fee of \$100.00 with your application. If necessary, you may re-apply up to two more times with no additional fee.

If you have any questions about this process, please feel free to contact me.

Sincerely,

***Susan Robbins***

Susan Robbins  
Chairperson  
Fellow Selection Committee

610-767-0411  
sue88@ptd.net

**I.G.M.A. FELLOW MEMBERSHIP APPLICATION**  
**2019**

**BEFORE COMPLETING THIS APPLICATION,**  
**PLEASE READ THE ACCOMPANYING GUIDELINES**

Print your name below as you would like it to appear on the CUBE and Fellow Certificate, if you are selected for Fellow membership.

NAME

ADDRESS

TELEPHONE

CITY/STATE/ZIP

COUNTRY

E-MAIL

WEBSITE

If you sign your work, please provide your  
Mark or signature in the space to the right:

I declare that all statements made on this application are true and factual, and that all items submitted for consideration were made by me, except where noted, within the last two years. I have been an Artisan member of IGMA for at least two years immediately prior to the date of this evaluation.

**If Fellow membership is awarded, I understand that I am expected to maintain or exceed the quality of work submitted with this application. Furthermore, I understand that if I do not remain a member of IGMA in good standing, I forfeit the right to represent myself as a Fellow Member.**

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

FOR OFFICE

USE ONLY

FOR OFFICE

USE ONLY

In what year and category did you receive Artisan membership?

Year

Category

\_\_\_\_\_

Artisan membership must have been granted no later than 2017 in order to be eligible to apply for Fellow membership.

Have you previously applied for Fellow Membership? \_\_\_\_\_

If so, how many times? \_\_\_\_\_

Date(s) of previous application(s): \_\_\_\_\_

Please list the items you are submitting, indicating value, scale and whether original or reproduction.

Description	Retail Value (US Dollars)	Scale	Original/ Reproduction
1. _____	\$ _____	_____	_____
2. _____	\$ _____	_____	_____
3. _____	\$ _____	_____	_____
4. _____	\$ _____	_____	_____
5. _____	\$ _____	_____	_____

For the following questions, please use additional pages if necessary.

Briefly describe each piece, indicating whether it portrays realism or fantasy.

1.

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2.

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3.

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4.

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5.

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FOR OFFICE USE  
ONLY

**For each piece, if it is based on some historical model or era, please describe your research procedure. Photographs and drawings will help the committee to understand your inspiration and research.**

1.

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2.

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5.

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**For each item you are submitting, please state the materials used to create it, the parts made by you, and the parts (if any) made by others. Photographs and other information will help the committee to your creative and work process.**

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5.

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## **INSTRUCTIONS FOR APPLICATION FORM:**

Type or legibly print the information on the application form. If additional space is needed to answer any of the questions, use additional sheets of paper with well-referenced additions. **Neither the application form, nor any supporting documentation will be returned.**

The name that appears on the application must be that of the individual. Fellow Membership is awarded only to an individual. Thus, an application submitted in a trade name, corporate name, or any name other than that of the applicant cannot be accepted for consideration.

Your submission must include the following:

- Required number of items for evaluation
- Completed Application and supporting documentation
- Non-refundable application fee of \$100.00, unless fee has already been paid for up to two previously unsuccessful applications. Make check **payable to IGMA**; contact the Fellow Chairperson if paying by credit card.
- Self-addressed return label
- **PREPAID return postage and insurance forms** (if applicable) must be included. The Guild council cannot return your work without advance payment having been made. Using a credit card for fee and return postage is preferable, especially for overseas applicants.
- Please indicate in US currency the amount of return insurance requested. **If no amount is listed, the items will not be insured.**
- For foreign returns please indicate in US currency the value for customs.
- Please be sure each submission is securely packed using box-within-a-box packing and surround your submissions with sufficient cushioning so that nothing moves when the box is shaken. **Please do NOT use packing peanuts as they shift. The inside box only will be used for the return.**

## **SHIPPING REQUIREMENTS:**

**\*VERY IMPORTANT: Before shipping you MUST inform the Fellow Chairperson of your intent to apply in order to put your submission evaluation on the meeting schedule. Failure to do so may mean there is not sufficient time to evaluate your submission pieces. If you are unable to apply at this time, please contact the Fellow Chairperson as soon as possible so anyone on a wait list may be added to the meeting.**

**YOUR SUBMISSION MUST BE RECEIVED BY SEPTEMBER 4, 2019.**

**SHIP TO: Susan Robbins, 6141 Schaller Court, Germansville, PA 18053, USA**

Send items securely packed in cartons strong enough to be used for return shipping. The choice of shipper is up to you: U.S. Postal Service, U.P.S. Federal Express, etc.

If applying within the **Structures or Landscaping categories ONLY**, please contact Susan Robbins at the above address, or at sue88@ptd.net, to make delivery arrangements.

## **RETURN OF ITEMS:**

The Guild cannot assume the expense of returning your items. **PREPAID return postage** and shipping instructions must be included with the submission, including **PREPAID insurance** if

applicable. Enclose the required postage, an International Reply Coupon, or, depending upon your choice of shipper, a purchased return label.

**VERY IMPORTANT – RETURNS:** Return postage is required before any pieces will be returned. This may be done by prepaid return postage, credit card, or check. Include return label, method of shipment (priority, express, etc.) and you **must** indicate if you want the package insured, as well as the amount of insurance. **If you do not provide an amount of insurance, NO insurance will be added.** If being returned to an overseas address, please provide customs information.

**DISCLAIMER OF RESPONSIBILITIES:** The Guild Council for Fellow Selection will make every effort to carefully package your submission for return shipping. However, neither The Guild Council, IGMA, nor any of their agents, can guarantee undamaged delivery and will not be liable for any damage suffered.

### **PACKING & MAILING GUIDELINES & TIPS**

These packing and mailing instructions have been written to guide you through getting your work safely through the postal system without damage.

**IMPORTANT:** Use the box-within-a-box method. Pack your submission pieces in a sturdy box and pack this box inside a larger box. The first box will be used as the return box.

Do not use brown parcel paper and string. Items wrapped this way invariably get damaged, and the US Post Office no longer accepts packages tied with string.

When packing the individual items into the inner box, a soft material such as tissue paper or polyester batting offers good protection as a first layer. Bubble-wrap is often not suitable as a first layer as it has no 'give' but is excellent for wrapping around the first layer and for padding out the smaller boxes. Don't use too much tape to secure your bubble wrap – a single piece should suffice. A rubber band can hold the bubble-wrap in place, providing your item can withstand the pressure.

When packing the inner box into the larger box, **do not use packing peanuts!** They move too freely within the carton, and shift upon impact. Instead, use materials that will completely prevent the inner boxes from moving. Bunch up bubble-wrap and/or use crumpled newspaper or crumpled plastic bags. Make sure your inner box has an even amount of protection all around it, and a lot of it. When you have closed and taped the shipping carton, it should be so well padded that you should notice a slight bulge. After taping, shake the box gently. You don't want to hear any movement within the box at all. If you hear nothing, the chances are that you have done a good job!

Use enough tape on the outside of the box to ensure that the seams can't re-open; pull the flaps tightly together as you tape.

When mailing plants or flowers, you need to do more than just affix them to the base of a "crystal" display case. We can't count how many times these items have broken loose and bounced all around the container. The heavier the planter, the greater the risk that the fixative won't hold. Consider holding your pieces to the base with wire, double-faced tape or Quake Hold, and surrounding the piece with a suitable material before replacing the crystal top so that even if the item breaks free of its base, it won't sustain damage through impact with the display case.

