



# **new affiliate welcome center application form**

**Please respond using this form and/or include attachments. If you include attachments, please clearly indicate which attachment goes to each question.**

Organization name: \_\_\_\_\_

Contact person: \_\_\_\_\_ Contact person title: \_\_\_\_\_

Mailing address: \_\_\_\_\_

City: \_\_\_\_\_ Zip code: \_\_\_\_\_

Email Address: \_\_\_\_\_

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

- 1. Is your information center located in a facility different than your main office? If yes, please provide the physical location of the information center:**

Information center name: \_\_\_\_\_

Physical address: \_\_\_\_\_

City: \_\_\_\_\_ Zip code: \_\_\_\_\_

- 2. Where do you want to receive the brochure shipments? If the information center is in a different location, enter the complete mailing address where we should ship the brochures. (Physical address please. We cannot ship to PO Boxes.) (Organization office or directly to the information center)**

3. Please provide a brief description of your organization and the number of years your information center has been in operation.
  
  
  
  
  
  
  
  
  
  
4. What hours is your information center open to the public? List the season, days of the week, hours per day (example: May 1–September 30: Mon–Sat, 9 am – 5 pm and Sun, 12 – 5 pm).
  
  
  
  
  
  
  
  
  
  
5. Please describe the method used to track consumer volume at your information center. Do you track the number of people served each day, week, month, or year?
  
  
  
  
  
  
  
  
  
  
6. What is your consumer volume (by day, week, or month) from May through September?
  
  
  
  
  
  
  
  
  
  
7. What is your consumer volume during the remainder of the year (by day, week, or month)?

**8. Please describe the current training program for information center employees:**

**9. Please provide directions to your information center from the nearest major highway:**

**10. Describe existing street and highway signs that direct traffic to your location:**

**11. Describe the size and number of public parking spaces available, adjacent to your building:**

**12. Does your information center have public rest rooms inside or adjacent to the building? If yes, how many stalls in each rest room? Who maintains and cleans the rest rooms?**

13. How many brochure racks are currently installed in your information center? Are the racks available for public self-service? Is there adequate space to display statewide brochures and maps?

13. **Storage Space:** Do you have a storage space of at least 6' x 8', for state brochures and maps?

Yes          No

Please describe:

13. Applications will be reviewed, **PLEASE PROVIDE PHOTOGRAPHS** (building, location, parking, signage, and brochure racks)

I have read the criteria outlined on the Explore Minnesota Affiliate Welcome Center Program and agree to comply with all conditions.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please contact us with questions and send completed applications to:

**Linda Vuicich** | 507-448-3311 | [linda.vuicich@state.mn.us](mailto:linda.vuicich@state.mn.us)

Albert Lea Welcome Center  
10818 Interstate 35  
Glenville, MN 56036

**Julie Ramer** | P: 651-539-5105 | F: 651-296-7095 | [julie.ramer@state.mn.us](mailto:julie.ramer@state.mn.us)

Explore Minnesota  
121 7th Place East, # 360  
St. Paul, MN 55101