**Application procedure to join Southeast Japanese School and Community Center**

Thank you for your inquiry to conduct your activity at Southeast Japanese School and Community Center in Norwalk, California. We are honored you are considering our center. The center is a non-profit organization with a mission to teach the Japanese language, and to conduct studies in the oriental arts, history, civilization, sciences and exercises. In addition, the center provides sports, social and healthy lifestyle activities to all our members and participants of the center.

**Application process:**

1. Go to our website SEJSCC.org and click to download application form
2. Send the completed application to gakuen@sejscc.org
3. You will receive an email confirmation of receipt
4. The Board of Directors reviews the application to determine if your activity is appropriate for the center. You may receive some questions regarding your application.
5. If the application is denied you will be notified at this time
6. If the application is approved, you will be given terms of agreement to be followed. You may be required to have a background check by SCAN. Please review carefully to fully understand your club’s obligation and responsibility to the Center.
7. A board member will contact you with further instructions.

We look forward to learning about you and your activity.

Sincerely,

Board of Directors