



SCHOOL MEMBERSHIP APPLICATION

Thank you for your interest in applying to the National Association of Independent Schools. NAIS is a voluntary membership organization serving approximately 1,200 independent schools. NAIS serves as the national voice for independent education and strengthens member schools and associations by articulating and promoting high standards of educational quality and ethical behavior; works to preserve their independence; and advocates broad access for students by affirming the principles of diversity, choice, and opportunity.

To apply to become an NAIS member, please fill out the application below and send with the application fee and supporting materials to **NAIS School Applications, P.O. Box 96040, Washington, DC 20090-6040**. (Please do not send dues payment with the application.) Each application will then be carefully reviewed to determine the school's eligibility for membership. Contact Vivian Dandridge-Charles at (202) 973-9741 or charles@nais.org with any questions.

1. Membership Categories and Requirements

School is applying for: (please check one)

Full membership (*voting category of membership for which the following schools may apply: nonprofit, independent schools in the United States that have been fully accredited, belong to a recognized state or regional association of independent schools, have been in operation for at least five years, have a demonstrated commitment to ethnic and economic diversity, and show proof of sound financial practices and of responsible governance and administration.*)

Provisional membership (*non-voting category of membership open to U.S. nonprofit, independent schools that are temporarily not in compliance with ONE of the criteria for full membership. See Section 10.*)

2. School Information

School name

School address

City, State, Zip

School telephone

School fax

Date of founding (month/year)

School website address

Head of school

Head of school's e-mail address

3. Contact Person (for application process)

Name

Title

Direct phone number

E-mail address

4. School Type

Coed Boys Girls

Boarding Day

Grades (lowest to highest): _____

5. Current Year Enrollment

These figures will be used to calculate member dues, which are based on your school's enrollment at a rate of \$10.25 per full-time student. (*Half- or full-time pre-school students are charged at half-rate.) Dues will not exceed \$8,000 or the highest tuition rate for your school. Minimum dues are \$800. Tuition-free schools will pay dues based on the per-student rate.

Please fill in the enrollment below.

_____ Boys (excluding pre-school students)

_____ Girls (excluding pre-school students)

_____ Pre-school (pre-Kindergarten) students*

_____ **Total enrollment**

\$_____ Highest tuition rate for school

6. Religious Affiliation

- | | | | |
|------------------------------------|------------------------------------|---|--------------------------------------|
| <input type="checkbox"/> Catholic | <input type="checkbox"/> Lutheran | <input type="checkbox"/> Presbyterian | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Episcopal | <input type="checkbox"/> Methodist | <input type="checkbox"/> Non-denominational | |
| <input type="checkbox"/> Friends | <input type="checkbox"/> Muslim | <input type="checkbox"/> Jewish | |

7. State or Regional Independent School Association Membership Status

For full membership, NAIS requires that schools belong to a state or regional independent school association and be a full member in good standing.

Association Name

Membership status in that association (e.g. active, provisional, candidate, new school)

8. Accreditation

All schools applying for membership must be accredited by an organization that NAIS recognizes. A full list of NAIS-recognized accrediting organizations appears on page 4 of this application.

Name of accrediting organization

Date of accreditation

Duration of accreditation

Date of most recent evaluation visit

Date of re-accreditation

9. NAIS Principles of Good Practice

NAIS asks all member schools to uphold all of the *NAIS Principles of Good Practice* in spirit before they are formally admitted to membership in the organization. The *NAIS Principles of Good Practice* for Member Schools define high standards and ethical behavior in key areas of independent school operations — admissions, fund raising, financial and business management, hiring, instruction, governance, headship, athletics, and school/family relations. For a full compilation of the PGPs, contact NAIS at (202) 973-9700 or go to the website at www.nais.org. (See section called "About NAIS.")

In addition, NAIS asks that schools have a demonstrated commitment to ethnic and economic diversity. In Section 10, note that one of the required supporting materials is a nondiscrimination policy.

I agree to the Principles of Good Practice in spirit and attest that my school has a demonstrated commitment to ethnic and economic diversity.

Head of School Signature*

Date

* This signature is required for membership.

10. Supporting Materials

In addition to this application, we ask that you send in several supporting items:

- Audited financial statement (a **full-opinion audit** for the year preceding the application OR a full opinion professional audit not older than three years and a financial review for the fiscal year preceding the application)
- The most recent accreditation/evaluation report from an approved accrediting source (See listing of NAIS-approved accrediting programs on p. 4 of this application.)
- A letter or e-mail from the State or Regional Independent School Association (SARA) executive, testifying to the school's membership "in good standing." (Correspondence must come with the application or directly from the SARA executive to Vivian Dandridge-Charles at NAIS.)
- A copy of the school's IRS 501(c)(3) exemption letter (proof of nonprofit status)
- The school's most recent catalog or view book
- Nondiscrimination policy statement covering admission of students and employment of personnel.

Your school may apply for provisional membership if you are temporarily unable to submit ONE of the following: (a) a full-opinion financial audit, (b) proof of belonging to a state or regional independent school association, or (c) proof of accreditation by an NAIS-recognized organization. Indicate "provisional" in Section 1. NAIS will review your application for eligibility.

11. School Personnel

Please list the staff members at your school that fill these key roles. If your school becomes a member of NAIS, we will establish records for these individuals (and any others you wish) and will send them information on setting up their website accounts. Members can update their schools' profile anytime (add, delete, or update personnel) at the NAIS website, www.nais.org.

<hr/> Assistant to Head	Name	Exact title	E-mail
<hr/> Business Manager	Name	Exact title	E-mail
<hr/> Admissions Director	Name	Exact title	E-mail
<hr/> Director of Development	Name	Exact title	E-mail
<hr/> Communications Director	Name	Exact title	E-mail
<hr/> Diversity Coordinator	Name	Exact title	E-mail
<hr/> Division Head	Name	Exact title	E-mail
<hr/> Other	Name	Exact title	E-mail

12. Application Fee

A non-refundable \$50 fee must accompany this application. Form of payment for the application fee:

- Check enclosed (payable to NAIS) Charge to: VISA MASTERCARD AMERICAN EXPRESS

<hr/> Account number	Expiration date
<hr/> Signature or cardholder	Date
<hr/> Head of School signature	Date of application

Please send your application, all supporting materials, and application fee to: NAIS School Applications, P.O. Box 96040, Washington, DC 20090-6040. Each application may take up to one month to be reviewed. Please include all supporting materials with your application. Please do not send dues payment. We will contact the Head of School once the application has been reviewed and a decision has been made. Direct any questions to Vivian Dandridge-Charles at (202) 973-9741 or charles@nais.org. Thank you!

EVALUATING/ACCREDITING PROGRAMS APPROVED BY NAIS FOR MEMBERSHIP PURPOSES

Regional Accrediting Organizations:

Middle States Association of Colleges and Schools (MSACS)	(215) 662-5600, www.css-msa.org
New England Association of Schools and Colleges (NEASC)/Commission on Independent Schools	(781) 271-0022, ext. 328, www.neasc.org
North Central Association Commission on Accreditation and School Improvement (NCACSI)	(800) 525-9517
Northwest Association of Schools and Colleges (NASC)	(208) 334-3210
Southern Association of Colleges and Schools (SACS)	(404) 679-4500, (800) 248-7701, www.sacs.org
Western Association of Schools and Colleges (WASC)	(650) 696-1060, www.wascweb.org

State and Regional Associations of Independent Schools with Evaluation Programs:

Association of Colorado Independent Schools (ACIS)	(303) 702-0427, www.acischools.com
Association of Independent Schools in New England (AISNE)	(781) 982-8600, www.aisne.org
Association of Independent Maryland Schools (AIMS)	(410) 761-3700, www.aimsmd.org
California Association of Independent Schools (CAIS-CA)	(310) 393-5161, www.caisca.org
Connecticut Association of Independent Schools (CAIS-CT)	(860) 572-2950, www.caisct.org
Florida Council of Independent Schools (FCIS)	(813) 287-2820, www.fcis.org
Hawaii Association of Independent Schools (HAIS)	(808) 973-1540, www.hais.org
Independent Schools Association of the Central States (ISACS)	(312) 255-1244, www.isacs.org
Independent Schools Association of the Southwest (ISAS)	(817) 569-9200, www.isasw.org
New Jersey Association of Independent Schools (NJ AIS)	(732) 661-9000, www.njais.org
New York State Association of Independent Schools (NYS AIS)	(518) 346-5662, www.nysais.org
Pacific Northwest Association of Independent Schools (PNAIS)	(206) 323-6137, www.pnais.org
Pennsylvania Association of Independent Schools (PAIS)/ Pennsylvania Association of Private Academic Schools (PAPAS)	(610) 567-2960, www.pais-papas.org
Southern Association of Independent Schools (SAIS)	(404) 663-2203, www.sais.org
Southwestern Association of Episcopal Schools (SAES)	(806) 655-2400
Virginia Association of Independent Schools (VAIS)	(804) 282-3592, www.vais.org

State Evaluation Programs:

Georgia Accrediting Commission, Inc.	(706) 542-3343, www.coe.uga.edu
North Carolina Office of Non-Public Education	(919) 733-4276

BENEFITS OF NAIS MEMBERSHIP

All faculty and staff of NAIS Member Schools have access to the following benefits. If you have questions about how to take advantage of any of these products and services, contact the Member Relations Team at mrt@nais.org or (202) 973-9700.

Informational Products & Services

- Quarterly *Independent School* magazine
- Monthly *NAIS E-Bulletin*
- Monthly *Heads Up* E-Newsletter (for heads only)
- Monthly *Government Relations Update* and *State Government Relations Digest* E-Newsletters
- More than 1,700 monographs and reports on website targeted to issues in independent education (many for members only). These include specialized information and templates that help schools stay in compliance with their growing legal and regulatory obligations.
- Publications at deeply discounted prices for members
- *NAIS Membership Directory*, which provides Member and Subscriber information for networking purposes.

Statistics and Research

- Access to StatsOnline, national tables, and customized benchmarking
- Access to national research being carried out by NAIS, such as
 - Leadership Initiative to help schools identify, nurture, and train future leaders
 - Student Attrition Study to identify those factors that influence student retention
 - Financing Symposium to identify new models for financing independent education
 - Alumni Project to track outcomes of independent school graduates

Career Services

- An online Career Center including an interactive job board, articles, career assessment tools, and more; members have the ability to post jobs free of charge and to search resumes
- Extensive national advertising to drive teachers to independent schools

Governance Services

- Discounted access to Board Online Assessment Tool
- Complimentary membership in BoardSource (formerly the National Center for Nonprofit Boards)
- Customized board training (available for a discounted fee) through the Board Training Workshop
- One-to-one counseling on governance issues

Virtual Networking Services

- Listserves by role (heads, division heads, diversity, admissions, financial aid, communications.)

Discounts on NAIS Professional Development

- Annual Conference
- People of Color Conference
- CASE/NAIS Development Conference
- Institute for New Heads
- Summer Diversity Institute
- Leadership through Partnership
- School Leadership Program
- Financial Aid Workshops

Advocacy and Visibility on Behalf of Independent Education

- Advocacy campaign to inform public, media, legislators, and opinion makers about the value of independent education
- Monitoring of legislation, tracking global trends and issues, and issuing timely reports and alerts to school leaders
- Lobbying on behalf of independent education
- School search mechanism to acquaint parents and other interested parties with independent schools in their geographic location

Special Opportunities

- Eligibility to apply for the NAIS Leading Edge Recognition Program, which highlights model school programs
- Eligibility to apply for the NAIS/E.E. Ford Foundation Fellowship for Aspiring School Heads
- Entrée to restricted grant programs such as those provided by the Edward E. Ford and Benedict Foundations