



SCHOOL MEMBERSHIP APPLICATION

2009-2010

Thank you for your interest in applying to the National Association of Independent Schools. NAIS is a voluntary membership organization serving around 1,380 independent schools in the U.S. NAIS believes that the freedoms derived from independence and self-determination are deserving of preservation, worthy of emulation, and a source of the success of independent schools in preparing students to contribute effectively toward a peaceful, prosperous, just, and equitable world. NAIS exists to represent and sustain schools that are self-determining in mission and program, free from government control, and governed by an independent board. The organization's mission is to be the national voice of independent schools and the center for collective action on their behalf. This mission is rooted in the core values of independence, interdependence, inclusivity, and innovation.

NAIS welcomes as full members elementary and secondary independent schools that are *college preparatory in nature; offer consecutive programming through grade 4 or higher; are free from government control; are self-determining in mission and program; and are governed by an independent board of trustees.*

To apply to become an NAIS school member, please fill out the application below and send with the application fee and supporting materials to **NAIS School Applications, 1620 L Street, NW, #1100, Washington, DC 20036-5695.** (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...*

- *can show proof of their 501(c)(3) nonprofit status;*
- *have been fully accredited by a member of the NAIS Commission on Accreditation Program; (see in Section 7 a list of those accrediting programs. If accredited by a program that is a non-NAIS Commissioned Accreditation Program but is recognized by NAIS, additional application material will be required. See Section 8 for details.)*
- *have been in operation for at least five years; and*
- *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. independent schools that are temporarily not in compliance with ONE of the criterion for full membership. Your school may apply for provisional membership if you are temporarily unable to submit (a) a full-opinion financial audit (b) proof of accreditation by an NAIS-recognized Organization, or (c) IRS letter of nonprofit status. Reasons for the delay in meeting the missing criteria should be included with your application. New Schools (schools in existence for less than 5 years) are also eligible for Provisional Membership and should document their progress on these criteria with their membership application.

Provisional members have full access to all NAIS benefits and services, with the exception of voting.

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 Profile

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 \$11.99 per full-time student. (*Half-or full-time pre-school students are charged at half-rate.) Dues will not exceed \$9,500 or the highest tuition rate for your school. Minimum dues are \$950 (regardless of the tuition, if any, charged by the school).*

Please fill in the enrollment below.

_____ Boys (excluding pre-school students)

_____ Girls (excluding pre-school students)

_____ Pre-school (pre-Kindergarten) students*

_____ **Total enrollment (in grades K - 12/PG)**

\$_____ Highest tuition rate for school

6. Religious Affiliation

Baptist Friends Methodist Non-denominational
 Catholic Jewish Muslim Other _____
 Episcopal Lutheran Presbyterian

7. NAIS Commissioned Accreditation Programs

For full membership, NAIS requires that an applicant school be fully accredited by a member of the NAIS Commission on Accreditation. The commission, which is guided by operating protocols and procedures, is comprised of 19 members from NAIS independent school accrediting associations, two at-large members, and two NAIS board members. For a listing of these accrediting organizations, see page 6.

Required Supporting Materials for Schools Accredited by NAIS Commissioned Accreditation Programs

Schools with accreditation from a member of the NAIS Commission on Accreditation do not need to submit a copy of their accreditation report, but must submit proof of accreditation. (Correspondence must come with the application or directly from the executive to Vivian Dandridge-Charles at NAIS.) The executive director for your association must attest to your school's accreditation and status. In addition to this application, we ask that you send in the following 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)
- A copy of the school's IRS 501(c) (3) federal exemption letter (proof of nonprofit status)
- Nondiscrimination policy statement covering admission of students and employment of personnel.

NAME OF ACCREDITING ORGANIZATION

DATE OF ISSUANCE OF MOST RECENT ACCREDITATION

DATE OF MOST RECENT EVALUATION VISIT

DURATION OF THIS ACCREDITATION (IF OTHER THAN FOR A FULL TERM, PLEASE EXPLAIN)

PRIOR ACCREDITATION HISTORY, IF APPLICABLE

****NAIS Commission accredited schools may skip to Section 9 after completion. Schools which are NOT accredited by a member of the Commission should proceed to Section 8.***

8. Non-NAIS Commissioned Accreditation Programs

For membership purposes, NAIS also recognizes the accreditation programs of several organizations that are NOT members of the NAIS Commission on Accreditation (see listing on page 6.) NAIS seeks members who support all of its principles of good practice, and therefore asks the school head and/or board chair to complete additional information focused on your school's governance structure and financial health. **Schools with accreditation from these organizations must submit the following information to supplement their application.**

Required Supporting Materials for Schools Accredited by Non-NAIS Commissioned Accreditation Programs must send in the following 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)
- A copy of the school's IRS 501(c) (3) federal exemption letter (proof of nonprofit status)
- Nondiscrimination policy statement covering admission of students and employment of personnel.
- Please attach a separate document to detail how the following NAIS PGP's are manifested in your school community.
- A copy of the most recent full accreditation report, together with CONTACT NAMES/TELEPHONE NUMBERS of the Visiting Team and accrediting agency contact.

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DATE OF ISSUANCE OF MOST RECENT ACCREDITATION

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DURATION OF THIS ACCREDITATION (IF OTHER THAN FOR A FULL TERM, PLEASE EXPLAIN)

PRIOR ACCREDITATION HISTORY, IF APPLICABLE

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

9. 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.

ASSISTANT TO HEAD NAME	TITLE	E-MAIL
BUSINESS MANAGER NAME	TITLE	E-MAIL
ADMISSIONS DIRECTOR NAME	TITLE	E-MAIL
DIRECTOR OF DEVELOPMENT NAME	TITLE	E-MAIL
COMMUNICATIONS DIRECTOR NAME	TITLE	E-MAIL
DIVERSITY COORDINATOR NAME	TITLE	E-MAIL
LOWER SCHOOL HEAD NAME	TITLE	E-MAIL
MIDDLE SCHOOL HEAD NAME	TITLE	E-MAIL
UPPER SCHOOL HEAD NAME	TITLE	E-MAIL
BOARD CHAIR NAME	TITLE	E-MAIL
OTHER NAME	TITLE	E-MAIL

10. Application Fee - WAIVED

A non-refundable \$50 registration fee must accompany this application. Please send application and fee to: NAIS School Applications, P.O. Box 96040, Washington, DC 20090-6040. A signature is required for credit card payments.

Form of payment:

Check enclosed. Make checks payable to NAIS. Charge to: Visa MasterCard American Express

ACCOUNT NUMBER	EXPIRATION DATE
SIGNATURE	DATE

11. NAIS Principles of Good Practice

Before they are formally admitted to membership in the organization, NAIS asks all schools to uphold in spirit all of the *NAIS Principles of Good Practice*. 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, and school/family relations. In addition, NAIS asks that schools have a demonstrated commitment to ethnic and economic diversity. See a full set of PGPs at www.nais.org/go/pgp.

Applying schools are asked to sign the following agreement:

I have reviewed the NAIS Principles of Good Practice. On behalf of my school, I agree that my school will abide in spirit to the Principles of Good Practice and attest that my school has a demonstrated commitment to ethnic and economic diversity.

HEAD OF SCHOOL SIGNATURE*	DATE
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* This signature is required for membership.

12. Documented Adherence to the NAIS Principles of Good Practice (PGPs)

Please complete this section ONLY if your school is accredited by an organization that has a non-NAIS commissioned accrediting program. Please attach a separate document to detail how the NAIS PGPs are manifested in your school community. For a full compilation of the PGPs, contact NAIS at (202) 973-9700 or go to the website at www.nais.org/go/pgp. NAIS shall review submitted materials and information to ensure compliance with these principles.

State, Regional, and International Independent School Accrediting Associations that Are Members of the NAIS Commission on Accreditation

Association of Colorado Independent Schools (ACIS)	www.acischools.org
Association of Independent Maryland Schools (AIMS)	www.aimsmd.org
California Association of Independent Schools (CAIS/CA)	www.caisca.org
Canadian Educational Standards Institute (CESI)	www.cesi.edu
Connecticut Association of Independent Schools (CAIS/CT)	www.caisct.org
Council of International Schools (CIS)	www.cois.org
Florida Council of Independent Schools (FCIS)	www.fcis.org
Hawaii Association of Independent Schools (HAIS)	www.hais.org
New Jersey Association of Independent Schools (NJ AIS)	www.njais.org
New York State Association of Independent Schools (NYS AIS)	www.nysais.org
Pennsylvania Association of Private Academic Schools (PAPAS)	www.pais-papas.org
Virginia Association of Independent Schools (VAIS)	www.vais.org
Association of Independent Schools in New England (AISNE)	www.aisne.org
Independent Schools Association of the Central States (ISACS)	www.isacs.org
Independent Schools Association of the Southwest (ISAS)	www.isas.org
New England Association of Schools and Colleges (NEASC)	www.neasc.org
Pacific Northwest Association of Independent Schools (PNAIS)	www.pnais.org
Southern Association of Independent Schools (SAIS)	www.sais.org
Southwestern Association of Episcopal Schools (SAES)	www.swaes.org

Non-NAIS Commission Regional Accrediting Associations Serving Public and Private Schools in the U.S. and American Schools Abroad (Recognized by NAIS but requiring additional application materials for membership in NAIS.)

AdvancED*

Middle States Association of Colleges and Schools (MSACS)	www.middlestates.org
Northwest Association of Accredited Schools (NAAS)	www.northwestaccreditation.org
Western Association of Schools and Colleges (WASC)	www.wascweb.org

**AdvancED is the unified organization of the North Central Association Commission on Accreditation and School Improvement (NCA CASI), Southern Association of Colleges and Schools Council on Accreditation and School Improvement (SACS CASI), and National Study of School Evaluation (NSSE).*

State Accrediting Associations Serving Public and Private Schools (Recognized by NAIS but requiring additional application materials for membership in NAIS.)

Georgia Accrediting Commission	www.coe.uga.edu/gac
North Carolina Office of Non-Public Instruction	www.ncdnpe.org

BENEFITS OF NAIS MEMBERSHIP

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

Find out more about all these benefits and link directly to them at www.nais.org/go/memberbenefits.

Targeted Resources

Targeted resources in print and online answer questions you have now, and address issues you'll face in the near future.

- Quarterly *Independent School* magazine: Three free subscriptions and discounts on additional subscriptions
- Books and Reports: Deeply discounted prices
- Monthly NAIS E-Bulletin and Independent School Advocate E-Newsletter
- Access to the Online Directory
- Principles of Good Practice
- Legal Advisories
- Research reports
- Ideas at Work database
- Filmed Webinars and Case Study Vignettes for School Leaders
- Resources on global, environmental, financial, demographic, and programmatic sustainability
- Resources for Parents
- Resources for Trustees

Statistics and Research Tools

NAIS's national statistics collection and research tools help you make wise, data-driven decisions.

- StatsOnline: Free access to national tables and customized benchmarking
- NAIS Demographic Center: Free access to demographic research
- Independent School SurveyBuilder: Discounted use of this survey tool
- Assessment of Inclusivity and Multiculturalism: Discount use of this school climate assessment
- Research Reports: Free access to research being carried out by NAIS

Professional Development

NAIS conferences and institutes provide practical training for your whole school community. NAIS members and subscribers save 30% on these events.

- Annual Conference
- People of Color Conference
- CASE/NAIS Development Conference

- Institute for New Heads
- Leadership through Partnership (for Heads and Trustees)
- Institute for Leadership in Environmental Sustainability
- Summer Diversity Institute
- School Leadership Institute
- Lessons in Leadership on the Battlefields of Gettysburg
- NAIS/SSS Financial Aid Workshops
- Institute for New Financial Aid Professionals

Special Programs

NAIS Programs offer unique opportunities to individuals in your community.

- NAIS Fellowship for Aspiring School Heads
- Challenge 20/20: Global Problem-Solving in Action

Networking Opportunities

Virtual and in-person networking allow you to share ideas and gather new ones.

- Online Directory
- Listserves by role (heads, division heads, diversity, admissions, financial aid)
- NAIS Online Communities

Members receive one-to-one counseling on governance issues from NAIS senior staff — call the NAIS main number at (202) 973-9700

Visibility for Independent Schools with Teachers, Prospective Families, Media, and Policymakers

- Parents' Guide (featuring the School Search)
- NAIS Online Career Center: Free job posting and resume browsing — NAIS places ads in national publications each year to drive candidates to independent schools
- Communications and marketing tools for reaching key public audiences
- Advocacy to inform public, media, legislators, and opinion makers about the value of independent education
- Monitoring of legislation, tracking trends and issues, and issuing timely reports
- Lobbying on behalf of independent education