

2021-2022

SCHOOL MEMBERSHIP APPLICATION

Thank you for your interest in applying to the National Association of Independent Schools. NAIS is a voluntary membership organization serving more than 1,900 schools and associations of schools in the United States and abroad, including more than 1,600 independent private K-12 schools in the United States.

Please fill out this entire application and email it with the required supporting materials to membership@nais.org.

HOW CAN WE SERVE YOU?

Please share your primary reason for joining NAIS to help us get to know you better.

Please Choose One

- I am new to my role and want to get up to speed and define my priorities.
- I want support with my school's strategy, vision, and other big decisions.
- I want to strengthen my team and myself as a leader.
- I want to be a part of a community of well-regarded schools and share successes on a national stage.
- I have a time-sensitive need for resources in a specific area.

WHAT CONVINCED YOU TO JOIN NAIS?

- Email from NAIS
- Phone call from NAIS
- Recommendation from a peer/colleague
- Other

NAIS BENEFITS TUTORIAL

- I would be interested in a brief new member tutorial for myself or my colleagues.

You will be contacted by an NAIS staff member to schedule a date and time once your membership dues are paid in full.



Questions?

Call (202) 973-9700, email membership@nais.org, or go to www.nais.org/join.

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1. YOUR SCHOOL'S CONTACT INFORMATION

SCHOOL NAME

SCHOOL ADDRESS

CITY, STATE, ZIP

MAILING ADDRESS (IF DIFFERENT)

CITY, STATE, ZIP

SCHOOL PHONE NUMBER

YEAR FOUNDED

SCHOOL WEBSITE

HEAD OF SCHOOL'S NAME

TITLE

HEAD OF SCHOOL'S EMAIL ADDRESS

Application Contact: Provide the name of the person we should contact as we are reviewing this application.

NAME

TITLE

DIRECT PHONE NUMBER

EMAIL ADDRESS



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2. YOUR SCHOOL PROFILE

The profile information below will be used to highlight your school in the NAIS Find a School directory. Please complete all fields.

Your School Profile

Boys Girls Coed | Boarding Day Boarding/Day

Tax Exempt? Yes No Tax ID Number _____

Grades (lowest to highest) _____

Please indicate your school's religious affiliation (if any):

- Baptist Buddhist Catholic Diocesan Catholic Non-Diocesan Christian Christian Science Congregational
 Episcopal Friends Interfaith Jewish Lutheran Methodist Moravian
 Muslim Presbyterian Protestant Seventh-Day Adventist United Church
 Non-denominational No Religious Affiliation Other _____

School Mission

Social Media Channels

Please include the URL for each channel.

FACEBOOK

INSTAGRAM

TWITTER

LINKEDIN

YOUTUBE

VIMEO

3. YOUR CURRENT YEAR ENROLLMENT/MEMBER DUES

NAIS membership dues are based on student enrollment, and there are K-13 and pre-K rates. Any student who is enrolled at your school should be counted as part of your school's enrollment. This is regardless of whether the student attends full time or part time, or in person or online. We will use your current enrollment figures to calculate NAIS member dues.

_____ Total number of students in grades K-12/PG

_____ Total number of pre-kindergarten students

Pre-K total should include all students under kindergarten.



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4. YOUR SCHOOL'S ACCREDITATION INFORMATION

NAIS requires all member schools to be accredited by one of the accrediting organizations listed on this page. These established accrediting organizations are the ones we recognize for our membership purposes due to their quality accreditation programs.

Our school is not yet accredited, but actively working toward accreditation. Please provide information about the organization you are working with, where you are in the process, and anticipated date of accreditation.

NAME OF ACCREDITING ORGANIZATION

DATE OF ISSUANCE OF MOST RECENT ACCREDITATION OR ANTICIPATED DATE OF ACCREDITATION

DATE OF MOST RECENT EVALUATION VISIT

DURATION OF ACCREDITED STATUS (IF OTHER THAN FOR A FULL TERM, PLEASE EXPLAIN)

Association of Colorado
Independent Schools (ACIS)

Independent Schools Association
of the Central States (ISACS)

Northwest Accreditation Commission
(NWAC), a division of Cognia

Association of Independent Maryland
and DC Schools (AIMS)

Independent Schools Association
of the Southwest (ISAS)

Northwest Association of
Independent Schools (NWAIS)

Association of Independent Schools
in New England (AISNE)

Middle States Association of Colleges and
Schools, the Commissions on Elementary
and Secondary Schools (MSA-CESS)

Pennsylvania Association of
Independent Schools (PAIS)

California Association of
Independent Schools (CAIS/CA)

North Central Association Commission on
Accreditation and School Improvement
(NCA CASI), a division of Cognia

Southern Association of
Independent Schools (SAIS)

Canadian Accredited Independent
Schools (CAIS/CAN)

New England Association of Schools and
Colleges / Commission on International
Education (NEASC/CIE)

Southern Association of Colleges
and Schools on Accreditation
and School Improvement
(SACS CASI), a division of Cognia

Connecticut Association of
Independent Schools (CAIS/CT)

New England Association of Schools and
Colleges / Commission on Independent
Schools (NEASC/CIS)

Southwestern Association of
Episcopal Schools (SAES)

Florida Council of Independent
Schools (FCIS)

New Jersey Association of
Independent Schools (NJ AIS)

Virginia Association of
Independent Schools (VAIS)

Hawaii Association of Independent
Schools (HAIS)

New York State Association of
Independent Schools (NYS AIS)

Western Association of Schools
and Colleges (WASC)



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5. YOUR SCHOOL PERSONNEL

NAIS membership can benefit your entire staff. Please list the staff members at your school who fill these key roles. We will establish records for these individuals so they each have access to all of the benefits that come with membership. If you already have your school's staff roster in an Excel or Word document, or if you would like to add other staff or faculty, feel free to email that information along with your completed application.

HEAD OF SCHOOL'S ASSISTANT	JOB TITLE	EMAIL
BUSINESS MANAGER NAME	JOB TITLE	EMAIL
ADMISSIONS/ENROLLMENT DIRECTOR NAME	JOB TITLE	EMAIL
ASSISTANT HEAD OF SCHOOL	JOB TITLE	EMAIL
ADVANCEMENT/DEVELOPMENT DIRECTOR NAME	JOB TITLE	EMAIL
FINANCIAL AID DIRECTOR NAME	JOB TITLE	EMAIL
COMMUNICATIONS DIRECTOR NAME	JOB TITLE	EMAIL
DIVERSITY/EQUITY/INCLUSION COORDINATOR NAME	JOB TITLE	EMAIL
LOWER SCHOOL HEAD NAME	JOB TITLE	EMAIL
MIDDLE SCHOOL HEAD NAME	JOB TITLE	EMAIL
UPPER SCHOOL HEAD NAME	JOB TITLE	EMAIL
BOARD CHAIR NAME	JOB TITLE	EMAIL
OTHER NAME	JOB TITLE	EMAIL
OTHER NAME	JOB TITLE	EMAIL

Contacts designated as the Head of School, Business Manager, or Assistant to the Head can update their school's profile (add, delete, or update personnel) at any time at www.nais.org.



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6. YOUR BOARD OF TRUSTEES

NAIS membership can also benefit your board. Please verify that your school is governed by an independent board of trustees and list the board members at your school who fill these key roles.

My school is governed by an independent board of trustees and is not run or controlled by any outside entity (church, foundation, etc.) that may undermine the independent operations of the board.

BOARD CHAIR

EMAIL

BOARD VICE CHAIR

EMAIL

BOARD SECRETARY

EMAIL

BOARD TREASURER

EMAIL

If you would like to add additional trustees or update your trustee list, please feel free to email your trustee list (including full name and email) along with your completed application.

7. INDEPENDENT SCHOOL MAGAZINE

As part of your membership benefits, your school receives three (3) complimentary copies of our quarterly *Independent School* magazine. Your head of school will receive one copy, and you are able to designate which contacts should receive the additional two copies. Please indicate those two contact names below.

NAME

TITLE

NAME

TITLE

8. NAIS PRINCIPLES OF GOOD PRACTICE

NAIS asks all member schools to uphold in spirit all of the NAIS Principles of Good Practice (PGPs). The PGPs define high standards and ethical behavior in key areas of independent school operations, including admissions, fundraising, financial and business management, hiring, instruction, governance, headship, and school/family relations. See a full set of PGPs at www.nais.org/pgp.

I have reviewed the NAIS Principles of Good Practice. On behalf of my school, I agree that my school will abide in spirit with the Principles of Good Practice.

HEAD OF SCHOOL SIGNATURE

DATE

This signature is required for membership.



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9. REQUIRED SUPPLEMENTARY MATERIALS

To demonstrate compliance with NAIS membership requirements, *all schools applying for membership* must send in the following materials in addition to the membership application:

- a copy of your school's IRS 501(c) (3) federal exemption letter (proof of nonprofit status);
- your school's nondiscrimination policy statement covering employment of personnel; and
- your school's nondiscrimination policy statement covering admission of students.

10. DUES PAYMENT

Your dues invoice will be sent to the application contact's email once the application is approved.

The 2021–2022 dues rate is \$15.30 per student in grades K–13, and \$7.65 per preschool and pre-kindergarten student. Dues will not exceed \$12,980 or be less than \$360.

Once invoice is received, dues payment can be made by:

- ➔ E-check through a link on the invoice (this option will give you and your team the quickest access to benefits) OR
- ➔ Remitting payment by check to the return address listed on the invoice

Email completed application to membership@nais.org.



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