

MEMBERSHIP APPLICATION CHECKLIST

The Alliance welcomes applications for membership. Organizations wishing to be considered for membership should submit a cover sheet containing the following information and accompanying material:

ITEMS TO INCLUDE IN COVER LETTER:

- 1. Contact information, including names, addresses, telephone and fax numbers
- 2. Name of CEO and individual who would serve as primary Alliance representative (if not CEO)
- 3. Year founded
- 4. Organizational mission statement and description of international activities
- 5. Description of your interest in and ability to contribute to the mission of the Alliance
- 6. Description of any pertinent corporate parent or subsidiary relationships
- 7. Confirmation of J-1 Exchange Visitor Visa designation (if applicable)
- 8. Description of primary source(s) of funding
- 9. Estimation of Alliance dues level (see 2009 Dues Level Worksheet)

ITEMS TO ACCOMPANY COVER LETTER:

- 1. Printed materials describing your organization and its activities, including most recent annual report
- 2. Articles of Incorporation
- 3. By-laws
- 4. IRS certification of non-profit status, if applicable
- 5. Most recent IRS form 990, 1065, or 1120, as appropriate
- 6. Most recent Audited Financial Statement
- 7. List of Governing Board
- 8. Two letters of reference, including one from a current Alliance member

If you are not able to provide an item, please explain in the cover letter. Your application should be submitted to the attention of Michael McCarry, Executive Director.