



## MEMBERSHIP APPLICATION CHECKLIST

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

### Items to include in cover letter:

- 1. Contact information, including names, addresses, telephone, website, and fax numbers.
- 2. Name and e-mail addresses of CEO or individual who would serve as primary Alliance representative (if not CEO).
- 3. State of incorporation; year of incorporation; type of corporation (nonprofit, corporation, LLC).
- 4. Organizational mission statement; list of activities your organization conducts that facilitate or support international exchange activities.
- 5. Statement: We certify that our organization currently, and throughout our membership in the Alliance, will support the goals and mission of the Alliance.
- 6. Statement: We certify that our organization is, and will continue to be throughout our membership in the Alliance (a) in good standing in our state of incorporation; and (b) authorized to do business in every state in which we operate.
- 7. If a unit or subsidiary of a corporate entity is applying for membership, list the corporate parent. List all related entities, even if separately incorporated, that conduct or support exchange programs.
- 8. List of J-1 Exchange Visitor Visa designation (if applicable).
- 9. Estimation of Alliance dues level (see Dues Worksheet).

### Items to accompany cover letter:

- 1. Printed materials describing organization and its activities, including most recent annual report prepared for public release.
- 2. If nonprofit, most recent IRS Form 990.
- 3. List of Governing Board.
- 4. 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. Applications should be submitted to the attention of Michael McCarry, Executive Director.