



# Application for AACRAO Corporate Membership

Corporate membership in the American Association of Collegiate Registrars and Admissions Officers (AACRAO) are available to individuals or organizations, whether for profit or non-profit, that provide products and services that assist or benefit the needs or purposes of AACRAO members. To be eligible for corporate membership with AACRAO, a company must:

- ◆ Have at least three years' operation in current corporate form<sup>1</sup>
- ◆ Submit two references (publicly held companies do not need to include references) by AACRAO institutional members or approval from the AACRAO Executive Director
- ◆ Agree to and abide by the AACRAO Corporate Membership Policy
- ◆ Provide a corporate profile and documentation of gross revenue

<sup>1</sup> i.e. an entity that was incorporated until one year before the date of application would have to wait two additional years before being eligible. Applicants may be asked to provide a certificate of incorporation and tax returns for the three years that immediately precede the year of application. A letter from a CPA or an auditor attesting to the net revenues of closely-held entities may be substituted for the tax returns.

## STEP 1: Company Information

YES! We are ready to join AACRAO!

Name of Company: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip/Postal Code: \_\_\_\_\_

Country: \_\_\_\_\_

Website: \_\_\_\_\_

## STEP 2: Determining Membership Dues

Each company may designate one key representative to receive all mailings. Additional subscriptions may be purchased at \$367.50 per subscriber. Membership dues are assessed based on the company's gross revenue.

Gross Revenues	Category	Partnership Fees
Under \$100 million	1	\$2,625
\$100 million — \$500 million	2	\$3,675
\$500 million +	3	\$4,725
Each additional subscriber		\$367.50
<b>Membership Dues</b>		
Membership Fee (based on gross revenue)		\$ _____
Fee for Additional Subscriptions (\$367.50 each)		\$ _____
Total Charge for Membership		\$ _____

*Corporate applicants will be billed at the highest dues category unless documentation of gross revenue is provided. Corporate dues may not be prorated.*



### STEP 3: Membership Roster

Please complete the following information for the primary contact person and each additional member. *Make additional copies if more than two members.*

#### AACRAO Corporate Membership — Primary Contact

Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip/Postal Code: \_\_\_\_\_  
Country: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
E-mail: \_\_\_\_\_

\*Please also review your membership roster; information enclosed in your email.

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#### AACRAO Corporate Membership — Additional Member

Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip/Postal Code: \_\_\_\_\_  
Country: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
E-mail: \_\_\_\_\_

### STEP 4: Corporate Connection Information

The following information will be published online at our Corporate Connections site.

Contact Person: \_\_\_\_\_  
Contact Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip/Postal Code: \_\_\_\_\_  
Country: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
E-mail: \_\_\_\_\_  
Website: \_\_\_\_\_

50-word Company Description:



## STEP 5: Corporate Products and Services

**Please check off the relevant product/service categories for your company:**

**The following information will be published online at our Corporate Connections site.**

- |  |  |
|--|--|
| <input type="checkbox"/> Achievement Products<br><input type="checkbox"/> Administrative Services and Software<br><input type="checkbox"/> Admissions/Recruiting Software Products and Services<br><input type="checkbox"/> Alumni/Development Software<br><input type="checkbox"/> Browser-Based Document Management<br><input type="checkbox"/> Career guidance<br><input type="checkbox"/> Class Schedules Publisher<br><input type="checkbox"/> Curriculum Information Systems<br><input type="checkbox"/> Degree Audit Software<br><input type="checkbox"/> Degree/Education Verification<br><input type="checkbox"/> Diplomas<br><input type="checkbox"/> Distance Learning<br><input type="checkbox"/> Educational Materials<br><input type="checkbox"/> Electronic Admissions Applications<br><input type="checkbox"/> Electronic Data Conversion<br><input type="checkbox"/> Electronic Data Interchange (EDI)<br><input type="checkbox"/> English as a Second Language<br><input type="checkbox"/> Enrollment Management Services & Software<br><input type="checkbox"/> Financial Aid Services and Software<br><input type="checkbox"/> Financial Reporting – AP, GL, Budgeting<br><input type="checkbox"/> Foreign Credential Evaluation<br><input type="checkbox"/> Fundraising Software<br><input type="checkbox"/> Graduation Supplies and Services<br><input type="checkbox"/> Imaging | <input type="checkbox"/> Information Services and Software<br><input type="checkbox"/> International Credential Evaluation<br><input type="checkbox"/> International Recruiting Services<br><input type="checkbox"/> Internet Services<br><input type="checkbox"/> Marketing/Publicity<br><input type="checkbox"/> Online Applications<br><input type="checkbox"/> Publications and Publishing Services<br><input type="checkbox"/> Records Management Services, Support and Software<br><input type="checkbox"/> Registration Services and Software<br><input type="checkbox"/> Scanning Software, Equipment and Services<br><input type="checkbox"/> Scheduling/Events Management Software<br><input type="checkbox"/> Security Documents<br><input type="checkbox"/> Student Enrollment Status Supporting Services<br><input type="checkbox"/> Student Information Access/Kiosks<br><input type="checkbox"/> Student Recruitment<br><input type="checkbox"/> Student Tracking<br><input type="checkbox"/> Surveys<br><input type="checkbox"/> Testing Services<br><input type="checkbox"/> Transcript Ordering Services<br><input type="checkbox"/> Transfer Credit Evaluation Software<br><input type="checkbox"/> Web Hosting and Development<br><input type="checkbox"/> Other _____<br><input type="checkbox"/> Other _____<br><input type="checkbox"/> Other _____ |
|--|--|

## STEP 6: Submit Your Application

### Payment Information:

- Check Enclosed Check Number: \_\_\_\_\_  
 Credit Card   
  Visa   
  MasterCard   
  AME   
 Total Charge: \$ \_\_\_\_\_

Name on Card: \_\_\_\_\_

Card Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

*(Not Valid without signature below)*

Cardholder's Signature: \_\_\_\_\_

*I authorize AACRAO to charge my account for AACRAO membership fees*

### Send payment and application to:

**AACRAO II • PO Box 37156 • Baltimore, MD 21297-3156**

**Or fax application with credit card information to 202.822.8850**



www.aacrao.org

## Corporate Membership Policies

By applying for membership in AACRAO (the “Association” or “AACRAO”), the undersigned agrees to comply with the Association’s bylaws and all applicable rules and policies, as they may be changed from time to time. The undersigned acknowledges and agrees that processing of its membership dues payment does not constitute acceptance of membership by the Association, which shall be subject to initial and continuing reviews by the Association to determine the undersigned’s compliance with applicable criteria.

The undersigned acknowledges and agrees that the Association’s name and logo (“the marks”) are service marks owned by the Association. These service marks, or simulacra or derivatives thereof, may not be used by anyone (including AACRAO members) in any manner, unless such member has obtained prior written permission from the Association to use the marks in connection with official Association activities. The undersigned acknowledges and agrees that (i) the Association shall be entitled to injunctive or other equitable relief without the necessity or proving the inadequacy of money damages as a remedy, without the necessity of posting a bond, and without waiving any other rights or remedies at law in equity, for any unauthorized use of the marks or violation of the Association’s policies concerning the marks and (ii) shall be responsible for any and all costs and expenses incurred by the Association in enforcing its marks and related policies (including reasonable attorneys fees and costs). The undersigned acknowledges and agrees not to utilize its membership in AACRAO in a manner that may in any way be construed to imply an endorsement by the Association or that may create the incorrect impression that the Association is a credentialing or accrediting body, or that it has reviewed or approved, directly or indirectly, the undersigned’s activities.

AACRAO reserves the right, in its sole discretion, to deny, suspend or revoke membership status for any institution, entity or person determined by the Association to be or have engaged in activities inconsistent with AACRAO’s mission or whose professional or business activities are determined to have violated the Association’s policies or constituted illegal, fraudulent, misleading or inappropriate conduct that can injure the reputation of the Association or harm the Association in any way.

The undersigned hereby certifies that it has read and understands this policy. In addition, notwithstanding any injunctive relief sought by the Association, the undersigned agrees that any dispute concerning membership in AACRAO shall be resolved through binding arbitration conducted pursuant to the rules of the American Arbitration Association; and that such arbitration shall take place in Washington, D.C. This arbitration obligation shall survive the termination for any reason whatsoever of the undersigned’s membership in the Association.

Corporate Member: \_\_\_\_\_

Name of Authorized Person: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**QUESTIONS?** Call **202.293.9161** or e-mail **corporates@aacrao.org**

## Application Check List

Please check that the following items have been included with your application:

- Two references by AACRAO institutional members
- Corporate Profile
- Documentation of Gross Revenue
- Signed Copy of the Above AACRAO Corporate Membership Policies
- E-mail your company logo to **corporates@aacrao.org**