



Partnership Agreement

This Partnership Agreement (“Agreement”) is made and entered into by the American Association of Collegiate Registrars and Admissions Officers (“AACRAO”) and _____ (“State or Regional Organization”) on _____, 2026 (“Execution Date”).

This Agreement sets out the rights, terms and conditions that govern the partnership between AACRAO and the State or Regional Organization through December 31, 2026.

The State or Regional Organization will meet the following expectations:

- Established bylaws that are reviewed periodically by the board or similar membership committee
- Established non-discrimination statement that has been approved by the membership
- Annual audit of organization finances either by a committee of the membership or an external organization
- Share AACRAO events and resources with your membership via email or through your newsletter
- Schedule a meeting with the S&R Board and a representative from AACRAO to discuss the relationship and how AACRAO can support the organization

The following are suggestions for best practice:

- Independently incorporated within home state (any state within region for regional based organization). In most states this includes an annual filing with the state Attorney General
- Independent 501(c)(3) status with the U.S. Internal Revenue Service. Includes an annual filing of a Form 990

Benefits:

- Authorization to use the **AACRAO** and **American Association of Collegiate Registrars and Admissions Officers** names.
- AACRAO will assist the state or regional organization with moving to a 501(c)(3) status. This includes training and advisement on 501(c)(3) and non-profit status
- Direct link to state or regional organization from AACRAO’s website

- Marketing of state or regional sponsored event at AACRAO Annual Meeting (mention in program and other materials)
- Invitation to AACRAO Leadership Meeting (no registration - cost of travel and lodging paid by S&R)
- Invitation to AACRAO State and Regional Workshop prior to the Annual Meeting (no workshop fee)
- Participation in free webinars throughout the year focused on running a state and regional organization and best practices
- Access to free best practice and training materials on the AACRAO State and Regional Resources page
 - Webinars featuring content relevant to State and Regional Associations
 - State and Regional Fundamentals Course
 - State and Regional “How to Guide”
- Ability to request an AACRAO Board or Staff Member to attend your state or regional meeting (based on availability)
- Subscription to basic level [MemberClicks](#) software provided by AACRAO. Additional program features may be purchased by the state or regional association

Optional opportunities for support or engagement:

- Provide information for an AACRAO publication or newsletter on happenings in your state or region or highlighting work of your members. Avenues for publication:
 - AACRAO Connect articles
 - AACRAO Podcasts
 - AACRAO scholarly journals: College & University or SEMQ
- Hosting a webinar
- Applying to be a Hill Day Advocate
- Serving on an AACRAO committee
- Submitting a session proposal for an AACRAO meeting

MemberClicks

- ☐ My state or regional organization is already a MemberClicks user through the AACRAO Program
- ☐ I would like to enroll my state or regional organization in the AACRAO MemberClicks software program
- ☐ I am unsure whether or not my state or regional organization is currently a MemberClicks subscriber
- ☐ I am not interested in subscribing to MemberClicks at this time

Signatories

This Agreement shall be signed on behalf of (State or Regional Organization) by (Name), (State or Regional Organization Position Title), and on behalf of AACRAO by Melanie Gottlieb, Executive Director, AACRAO.

Signed on behalf of (State or Regional Organization)	Signed on behalf of AACRAO
Signature:	Signature:
Print Name and Title:	Print Name and Title: Melanie Gottlieb Executive Director, AACRAO
Date:	Date: