



## **CAIS MEMBERSHIP APPLICATION PROCESS**

1. Review the membership criteria to determine whether your school is eligible for membership in CAIS.
2. If your school meets the membership criteria, complete the application form and forward it with the application fee of \$250.00 to the CAIS office.
3. Collect the following information/documents and forward them to the CAIS office in one package.

Information/documents required in the application process:

- Constitution and By-Laws of the School
- Articles of Incorporation
- Statement of the School's philosophy or a mission statement
- Organizational chart for the governing body
- List of governing body members, including connection with the school
- Audited financial statement for each of the past three years
- Organizational chart for the administration of the school
- List of all administrative and faculty members, full and part time (including qualifications, areas of responsibility and length of time at the school)
- School prospectus (promotional materials)
- Enrolment by grade level for the current year and two preceding years
- Academic Calendar/courses offered
- Handbooks (faculty, student, parent)
- A list of organizations of which the school is a member

You should feel free to send along any additional information that you think will help us to understand your school community.

4. When all documents are on file in the CAIS office, a team consisting of the Heads of two current member schools and the Executive Director will be appointed to visit your school. You may be asked to provide copies of documents listed above or additional information for each of the visiting Heads. Your school will be responsible for any expenses incurred by the members of the visiting team.