



# School Membership Application

## General Information

Thank you for your interest in joining the Association of Independent Maryland & DC Schools (AIMS). The application process includes three steps:

1. The school completes the **AIMS School Membership Application** online ([www.aimsmddc.org/join](http://www.aimsmddc.org/join)). Required documents are sent (see list of required materials needed). Please send one digital copy to [info@aimsmddc.org](mailto:info@aimsmddc.org) and one hard copy of all documents tabbed and bound to *AIMS, attention: Executive Director, 890 Airport Park Road, Suite 103, Glen Burnie, MD 21061*.
2. Once we receive completed materials, AIMS will schedule a **site visit**. The visit typically begins at 10 AM ending at 2 PM and includes 30-minute meetings with: the Head of School, representative trustees, key administrators, and parents; a campus tour; and a meeting to review school health policies and procedures and fire safety.
3. Following the site visit, the AIMS Membership Committee will make a recommendation to the AIMS Board of Trustees at its next regularly scheduled meeting.

In determining whether to admit a school to membership, the following are areas of interest:

- School governance* – with an emphasis on how the Board is organized, operates, and understands its roles and responsibilities.
- School independence* – with an emphasis on whether and to what extent a school controls its own governance, finance, and curriculum.
- School finance* – with an emphasis on how effectively the school's finances are managed, Board oversight, and financial viability for a minimum three-year period.
- School program* – with an emphasis on how congruent the program is with its statement of mission.
- School safety* – with an emphasis on the school's management of students' health and well-being and fire safety.
- School accreditation* – with an emphasis on the school's ability to gain accreditation within five years.