



# School Membership Application

## Required Materials

A ***completed School Membership Application*** should be on file with AIMS. (Schools complete the application online at [www.aimsmddc.org](http://www.aimsmddc.org). This does not need to be mailed.)

**Please submit the following documents tabbed and bound to AIMS.**

***(one hard copy mailed to the AIMS offices and one digital copy sent to [info@aimsmddc.org](mailto:info@aimsmddc.org))***

- A copy of the school's mission and/or a statement of philosophy
- A copy of the certificate indicating approval by either the Maryland or DC State Department of Education, unless exempt
- A copy of the school's IRS 501(c) (3) federal exemption letter (proof of nonprofit status)
- A copy of the most recent IRS 990 return, unless exempt
- Audited financial statement for the most recent fiscal year
- A copy of the governing Board's by-laws
- A listing of current trustees including their term limits, committee assignments, and standing Board committees
- A listing of current faculty with degrees and teaching responsibilities
- Copies of the current annual operating budget and the most recent financial statements showing budget-to-actual expenditures with year-end projections
- Nondiscrimination policy statement covering admission of students and employment of personnel
- Admission materials, including application form
- Current school-year calendar (Please state how many school days and snow days are scheduled)
- A copy of personnel policies related to faculty and staff evaluation procedures, salary scales, if any, and benefits provided