



COUNCIL FOR ADVANCEMENT AND SUPPORT OF EDUCATION®

## Membership Application

### UNITED STATES

**Thank you for your interest in CASE membership!**

For more details on CASE member benefits, visit [www.case.org/join-case](http://www.case.org/join-case).

Questions about CASE membership? Contact CASE at [membersupportcenter@case.org](mailto:membersupportcenter@case.org) or 202-328-2273.

## STEP 1 REVIEW MEMBERSHIP REQUIREMENTS

CASE membership is institutionally based. Member institutions pay an annual base dues amount calculated using the criteria listed below. Once an institution joins, all advancement staff employed by the institution are eligible to receive member benefits at no additional cost.

To be eligible for voting member status, institutions must be accredited by an agency recognized by the Council for Higher Education Accreditation or a similar agency accrediting independent schools or similar agency outside the United States. Institutions must also be entitled to exemption from U.S. federal income tax under Section 115(a) of the U.S. Internal Revenue Code of 1954 as a public educational institution, or under Sections 501(c)(3) and 509(c)(1), (2) or (3) of this code or subsequent statutes. Nonprofit organizations that do not meet these criteria may still affiliate with CASE as members with non-voting status. In accordance with CASE bylaws, proprietary (for-profit) educational institutions are not eligible for CASE membership. However, nonprofit alumni associations and/or foundations associated with proprietary educational institutions may be eligible to join CASE.

## STEP 2 SELECT A MEMBERSHIP CATEGORY

### A. Select the appropriate category for your institution:

**Four-Year University/College**

**Alumni Association, Institutionally Related Foundation, System Office for Four-Year Institution**

*Organization type (select one):*

Alumni Association

Institutionally Related Foundation

System Office

**Graduate and Professional School**

(stand-alone institutions that offer degrees predominately above the baccalaureate level)

**Community College**

*Organization type (select one):*

Institution

Regional or District Office or Foundation

System Office

**Independent School (K-12)**

*Organization type (select one):*

Independent School

Independent School System Office

**Educational Associate**

(nonprofit organizations and public K-12 school foundations)

*Organization type (select one):*

Nonprofit Organization

Advancement Staff Size

Public K-12 School Foundation

### B. Provide information about your institution (Educational Associates — proceed to Step 3):

**Full-Time Equivalent (FTE) Student Enrollment:**

(For alumni association and institutionally related foundation memberships, use the enrollment of the affiliated institution)

**Status (select one):**

U.S. IRS 501(C)(3) Nonprofit/Charitable

U.S. IRS 115 Public/State College or University

Public K-12 School Foundation

Nonprofit Organization (Other)

**Accreditation (select one):**

Accredited

Not Accredited



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## STEP 3 PROVIDE INSTITUTIONAL INFORMATION

INSTITUTION NAME

ADDRESS

ADDRESS 2

CITY

STATE

ZIP CODE

PHONE

WEBSITE

## STEP 4 DESIGNATE A MEMBERSHIP COORDINATOR

Identify one individual at your institution to serve as your CASE membership coordinator. This person will receive correspondence related to the membership and will manage the annual membership renewal.

FULL NAME

JOB TITLE

ADDRESS (IF DIFFERENT FROM INFORMATION IN STEP 3)

ADDRESS 2

CITY

STATE

ZIP CODE

PHONE

EMAIL

## STEP 5 IDENTIFY INSTITUTION CEO

FULL NAME

JOB TITLE

ADDRESS (if different from information in step 3)

ADDRESS 2

CITY

STATE

ZIP CODE

PHONE

EMAIL

## STEP 6 IDENTIFY INSTITUTION CAO (Chief Advancement Officer)

FULL NAME

JOB TITLE

ADDRESS (if different from information in step 3)

ADDRESS 2

CITY

STATE

ZIP CODE

PHONE

EMAIL

## STEP 7 SUBMIT MEMBERSHIP APPLICATION

Submit your application to CASE. We will respond to you within three business days with a membership packet and information about your membership dues amount. Applications can be sent by email ([membersupportcenter@case.org](mailto:membersupportcenter@case.org)) or fax (202-332-1964) to CASE. For additional membership information, visit [www.case.org/join-case](http://www.case.org/join-case).