



# ACAMIS Membership Application

## Section 1: General Information

School Name: \_\_\_\_\_

Name of Head of School: \_\_\_\_\_

Address:

Postal Code: \_\_\_\_\_

School Telephone Number(s): \_\_\_\_\_

School Email Address: \_\_\_\_\_

School Website URL: \_\_\_\_\_

Head of School (HOS) - Name: \_\_\_\_\_

Head of School (HOS) - Email: \_\_\_\_\_

HOS PA - Name: \_\_\_\_\_

HOS PA - Email: \_\_\_\_\_

HOS PA - Telephone Number: \_\_\_\_\_

Athletic Director's Name: \_\_\_\_\_

Athletic Director's Email: \_\_\_\_\_

Activities Director's Name: \_\_\_\_\_

Activities Director's Email: \_\_\_\_\_

**Reason for wanting to join ACAMIS:**

## Section 2: Registration, License, Professional Memberships

Date School Founded: \_\_\_\_\_ Date License Issued: \_\_\_\_\_

License Issued By: \_\_\_\_\_

*Attach a copy of the license. The original license document(s) will be verified during site visit.*

**Type of Organization:** For Profit  Not-for-profit

**Type of License:** School for Children of Foreign Nationals

Bi-Lingual School

Private School

Day School  Boarding School

**Professional Memberships:** *Select all those organizations of which your school is a member.*

CIS:  EARCOS:  COBIS:  Cognia:

Other(s): \_\_\_\_\_

## Section 3: Student Population

### Peak Enrollment in Current Year

Nursery (ECE)-K \_\_\_\_\_

Grades 1-5 (Years 2-6): \_\_\_\_\_

Grades 6-8 (Years 7-9): \_\_\_\_\_

Grades 9-12 (Years 10-13): \_\_\_\_\_

Total Enrolment: \_\_\_\_\_

Number of expatriate students in school (not of host country): \_\_\_\_\_

Number of Nationalities: \_\_\_\_\_

List top five nationalities and % within the student population:

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Number of host-country students from:

PRC: \_\_\_\_\_ Taiwan: \_\_\_\_\_ Hong Kong: \_\_\_\_\_ Macau: \_\_\_\_\_ Mongolia: \_\_\_\_\_

Percentage of host-country students: \_\_\_\_\_ %

## Section 4: Staffing and Diversity

Number of teachers: Full time: \_\_\_\_\_ Part time: \_\_\_\_\_

Number of Total Nationalities: \_\_\_\_\_

Number of host-country teachers: \_\_\_\_\_ Percentage host-country teachers: \_\_\_\_\_

List top five nationalities and % within teaching faculty:

## Section 5: Governance Structure

### Type of School Board:

Parent Elected

Appointed

Self-Perpetuating

Company Operated

Government

None

Number of Board Members \_\_\_\_\_ Name of Board Chair: \_\_\_\_\_

**Structure:** *Describe the governance and administrative structure of your school. Attach a copy of the school's organisational structure.*

## Section 6: Facilities

All ACAMIS schools are expected to share the responsibilities to host events for ACAMIS schools over time. Please list your school's facilities or the community facilities to which your school has easy access and would be available to host ACAMIS events.

### Campus Facilities

- Indoor Gym for Basketball
- Music Studio
- Soccer Pitch
- Theater with Auditorium
- Track and Field Facilities
- Indoor Volleyball Court
- Indoor Swimming Pool

Or

### Access to Community Facilities

- Indoor Gym for Basketball
- Music Studio
- Soccer Pitch
- Theater with Auditorium
- Track and Field Facilities
- Indoor Volleyball Court
- Indoor Swimming Pool

Other facilities: *(describe)*

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## Section 7: Curriculum, Language of Instruction

**Type of Curriculum:** *Select all that apply.*

Host Country  International  National

**Style of Curriculum:** *Select all applicable curricular programmes that the school is authorised to offer.*

International Baccalaureate: IB PYP  IB MYP  IB DP

English National Curriculum: Key Stages 1-2  (I)GCSE  A Level

American Curriculum:  Advanced Placement (AP)  High School Diploma

Canadian Curriculum:

Are you currently offering the Chinese National Curriculum in any section of the school? Yes  No

Are you planning to offer the Chinese National Curriculum to any section of the school? Yes  No

Other Curricula:  *(name)* \_\_\_\_\_

### Language(s) of Instruction:

Is English a language of instruction? YES  NO

List any other languages of instruction: \_\_\_\_\_

## Section 8: International Accreditation / Inspection Status

Select all of the agencies relevant to your school. Note that these options do not include IB, AP or (I)GCSE, as these are curriculum authorisations, not accreditation. For these curricula, the school must be authorised or have achieved candidate status to offer these programmes.

### US and International Curriculum Schools:

CIS  NEASC  WASC  MSA  Cogna

Other:  (specify below)

Canadian Curriculum Schools: Alberta  New Brunswick  Ontario

Other:  (specify below)

Australian Curriculum Schools: New South Wales Institute of Teachers Accreditation

Other:  (specify below)

British Curriculum Schools: Initial British Schools Overseas (BSO) inspection

Commitment to Initial British Schools Overseas  
(BSO) Inspection Process

### Current accreditation status:

Please complete type 1, 2 or 3 below as appropriate to your school's status and attach copies of verification from the accreditation / inspection agency. Original documentation may be requested for verification at time of site visit.

#### Type 1: Candidate School

Date candidacy status awarded: \_\_\_\_\_ Anticipated Accreditation Date: \_\_\_\_\_

#### Type 2: Fully Accredited School

Date of last accreditation: \_\_\_\_\_ Expected date of next accreditation: \_\_\_\_\_

#### Type 3: Externally Inspected School

Date of last inspection: \_\_\_\_\_ Expected date of next inspection: \_\_\_\_\_

**Section 9: Declaration by Head of School (Director/Superintendent)**

I have read the *Benefits and Obligations of ACAMIS Membership* below and the content of the website links cited in this them and I agree, on behalf of the school, to abide by the requirements stated in the ACAMIS Membership Standards, Constitution and By-laws.

I have read the Site Visit Matrix and state that, in my opinion, the school meets all standards on this form and will be able to verify them at the time of the site visit.

**Head of School Name:** \_\_\_\_\_

**Head of School Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**This application was completed by:** \_\_\_\_\_  
*Name of person completing it*

**Title:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Date:** \_\_\_\_\_

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**Continue to Benefits and Obligations of Membership in the next two pages**

# **Benefits & Obligations of ACAMIS Membership**

## **Benefits**

ACAMIS is a unique membership organization, founded by members and governed by members with the benefits designed at the suggestion of members to assist with their needs.

- ACAMIS offers a range of Academic and Cultural Enrichment (ACE) activities designed to provide students an extra dimension of growth and experience
- Fourteen post-season sports based on a philosophy of personal growth, friendship, and different experiences are offered to stretch students beyond their self-perceived limits
- Cost effective professional development through events that rotate annually from north, central and south, further reducing travel costs
- Annual Conferences on topics of most interest to our schools include: Spring Leadership Conference; the major Chinese Conference in Asia; Early Childhood Education; English Language Learners; and Technology that works in China
- ACAMIS Conference Planning Committees consisting of top teachers in ACAMIS who design the content for the five conferences.
- Annual Workshops for Specialist and Supporting Staff conducted for ACAMIS by PD Academia
- Peer Learning Communities, an online series of professional sharing with over 40 categories of job roles.
- A diverse membership with many types of schools, but with a common purpose of serving an international community with an international education
- International connecting and professional sharing
- ACAMIS newsletter distributed to members in September, February, and May
- An ACAMIS logo and Membership Certificate to inform your community of Professional organization membership.

## Obligations

To help us deliver membership service effectively, the following points are important to fulfill.

- Complete the annual member school update form for your key school positions by mid-September
- Submit the annual membership fee payment by November 1
- Designate an Academic and Cultural Enrichment (ACE) representative (volunteer) to coordinate information about student activities
- Designate a Professional Development representative (volunteer)
- At the end of the school year, inform ACAMIS if you, as Head of School, will be leaving and who the new Head will be
- Plan for the Head, Athletics Director and Academic and Cultural Enrichment (ACE) representative to attend the annual Spring Leadership Conference
- Meet our legal requirement as a membership organization that the Head or a designated representative attend the Annual General Meeting (AGM) at the Spring Leadership Conference
- Make your staff aware of the annual ACAMIS Conferences, designed to meet needs of member schools
- Encourage and support teachers to serve on ACAMIS Planning Committees as the opportunity arises
- Participate in hosting events when possible
- Ask your IT Manager to ensure emails from ACAMIS do not get caught in Spam filters. ACAMIS sends from the following email addresses:  
[ed@acamis.org](mailto:ed@acamis.org)  
[operations@acamis.org](mailto:operations@acamis.org)  
[finance@acamis.org](mailto:finance@acamis.org)  
[office@acamis.org](mailto:office@acamis.org)  
[support@acamis.org](mailto:support@acamis.org)  
[it@acamis.org](mailto:it@acamis.org)  
[quickbooks@notification.intuit.com](mailto:quickbooks@notification.intuit.com)  
[noreply@acamis.myenotice.com](mailto:noreply@acamis.myenotice.com)
- Make payment for ACAMIS invoices via US dollar international wire transfer. To reduce paperwork and process only one wire transfer payment, we strongly recommend that the school appoint a PD Coordinator to make all online registrations for a conference or workshop to enable receipt of a single invoice and avoid time-consuming individual wire transfer payments. We hope to offer an online credit card payment option in the 2019/20 school year.
- Inform staff of the PD opportunities and application/payment process periodically.