



MEMBERSHIP ORDER/RENEWAL/REINSTATEMENT FORM

Association for Institutional Research

Dept. #177 • P.O. Box 850001 • Orlando, FL 32885-0177

Phone 850-385-4155 • Web site: www.airweb.org • Federal employer ID: 36 6149972

Finance Policy: Email completed forms to accountsreceivable@airweb.org. All orders must be submitted to this email address or they will not be processed. After processing, you will receive an invoice via email. Invoices may also be accessed through your My AIR profile. Orders not placed online (requiring staff assistance) are assessed a \$35 administrative fee per check payment. If purchasing for more than one person, submit all orders in the same email to avoid multiple fees. Mail all checks to the address above. Membership is non-refundable once the order is processed.

Membership Category / Personal Information:

- Membership options: New Membership, Membership Renewal, Membership Reinstatement. Gender options: Dr., Prof., Mrs., Ms., Mr.

Form fields for personal information: First Name, M.I., Last Name, Job Title, Institution Name, Mailing Address (Home, Office, Other), City, State/Province, Zip/Postal Code, Country, Phone, Fax, Email, Alternate Email.

Membership Ordering Options:

Table with 3 columns: Selection checkbox, Description of membership type (Professional, Graduate Student), and Price (\$170.00, \$50.00).

Form fields for advisor information: Advisor Name, Advisor Email, Graduate School (if different from above), Degree Program (Certificate, Masters, Doctorate, Other).

AIR membership is held by an individual as the member of record. Professional, Graduate Student, and Honorary memberships may be transported to a new address if a change in employment occurs during the member's active membership (once per year). Professional Membership paid for by a unit/department/employer may be assigned to a replacement employee if a position vacancy occurs. Note: A position change within the same unit/department does not qualify for a membership reassignment.

- Payment options: I am paying for this membership, My organization is paying for this membership.

Order/Payment Questions? Contact:

Contact info for Order/Payment: Gerald Williams, Staff Accountant, Phone: 850-404-0001 / Email: gwilliams@airweb.org

Membership Questions? Contact:

Contact info for Membership: AIR Membership Team, Phone: 850-391-6565 / Email: air@airweb.org