

## HOW TO COMPLETE MEMBERSHIP APPLICATION IN ADOBE READER

### WHAT IS A PDF?

Portable Document Format (PDF) is the global standard for capturing and reviewing information from almost any application on any computer system and sharing it with virtually anyone, anywhere. With the launch of Adobe Acrobat X software, PDF is more secure and more dynamic than ever. That's why individuals, businesses, and government agencies around the world trust and rely on PDF files to communicate their ideas and vision.

**Multiplatform**—PDF files are viewable and printable on virtually any platform, including Windows and Mac OS.

**Trusted and reliable**—More than 150 million PDF documents publicly available on the Web today, along with countless PDF files in government agencies and businesses around the world, serve as evidence of the number of organizations that rely on PDF to capture information.

**Searchable**—Text-search features in documents and metadata make PDF documents easily searchable.

### HOW DO I WORK THROUGH THE MEMBERSHIP APPLICATION?

This PDF application has been enabled in Adobe Reader as an electronic fillable form. This feature allows you to save the file to your computer, fill out the application electronically, and e-mail it to its final destination.

- 1. Open the PDF and save it to your computer.** You may want to change the name slightly so you know it is your copy of the application. You'll want to keep the file for your school's records.
- 2. Navigational buttons help you through the document.** Navigational buttons are located at the bottom of each page.
- 3. Blue text indicates a hyperlink.** When you click on the text, it will send you to the appropriate page or website (example: [Link to beginning of 2011/2012 Membership Application](#)).
- 4. Blue-shaded areas in the application are fillable.** If there is a blue-shaded area on the page, it is designated for you to fill in the information required in the application process. Blue shading can be turned on and off by the Highlight Fields button in the top right-hand corner.
- 5. E-mail completed application.** Once you have completed the application, save it and then e-mail the file as an attachment to [acsiec@sympatico.ca](mailto:acsiec@sympatico.ca). Type **2011/2012 Membership Application** in the subject line of your e-mail.

If you don't have Adobe Reader, you can get a free download by clicking the Download Free Adobe Reader button below.

### WHAT IS ADOBE READER?

Adobe Reader is a free program that is the global standard for reliably viewing, printing, and commenting on PDF documents. Adobe Reader allows viewers to open, interact with, and access all types of content, including forms and multimedia in PDF.

## INVESTMENT OPPORTUNITIES

### *Haiti Ministry Gift*

Your school can help change the poorest country in the Western Hemisphere by supporting ACSI Eastern Canada's Haiti ministry. Over one million students attend evangelical Christian schools there. These students represent over 60 percent of Haiti's student population, so Haiti is clearly a unique opportunity to transform hearts and minds of students and thereby transform the future of that entire nation. But these schools lack essentials including basic school supplies and trained teachers. That's where we come in! Your support allows us to send teams of teacher trainers and to ship a variety of school supplies. We are even able to supply a rare and prized gift to Haitian Christian school students—their own Bibles. Please give generously.

### *Legal Defense Fund*

As our culture drifts further from Christian foundations, the ability to defend ourselves in the courts is becoming increasingly important. In the interest of all member schools, please support this fund.

## OPTIONAL ACSI PROFESSIONAL LEADERSHIP ASSOCIATIONS

### *For the Early Educator*

Join hundreds of your colleagues who have become individual members of IACEE for the purpose of personal and professional growth.

Membership benefits include ...

- Subscription to *Christian Early Education*
- Annual professional development book and CD
- Membership pricing on ACSI catalog products
- Membership certificates

For more information, visit [www.acsi.org/kwiacee](http://www.acsi.org/kwiacee).

### *For Administrators and Board Members*

The International Association of Christian School Administrators and Board Members (IACSA&B) is a professional leadership association that helps leaders thrive at the cutting edge of the Christian school movement. For an individual to gain membership, the individual's school must be a current member of ACSI. Member benefits include ...

**The SEAL:** a newsletter, issued eight times a year, containing reviews of books and leadership articles as well as application to the Christian school context

**Event voucher:** \$30 toward an ACSI professional development event, which includes enablers, the Leadership Academy, and the International Institute for Christian School Educators (IICSE)

**Books:** one new book each year (Derek Keenan, vice president for Academic Affairs, selects each book that will serve as an invaluable resource to enhance your effectiveness as an administrator or a board member.)

**Opportunities for interaction:** optional participation in the LISTSERV for ACSI administrators (E-mail [csaie@villagechristian.net](mailto:csaie@villagechristian.net) with the word *subscribe* in the message area, or visit [www.villagechristian.org/miscpages/csaie.aspx](http://www.villagechristian.org/miscpages/csaie.aspx) and follow the directions provided there.)

**Member prices:** the discounted prices on all trade books (but not textbooks) listed in the current ACSI catalog

**Webinars:** great opportunities for professional development through special webinars just for administrators and board members (The topic of Board Governance is an example of what to expect.)

**Certificate:** a personalized certificate (to be displayed in your office) that reflects your IACSA&B membership

For more information, visit [www.acsi.org/kwiacsab](http://www.acsi.org/kwiacsab).



It is **important** that **all information** be current and complete. Please review it carefully, because this information will be used for the online ACSI Member Directory, and it affects services to your school. Return this signed and completed form by October 1 to [acsiec@sympatico.ca](mailto:acsiec@sympatico.ca), or if you don't have access to e-mail, please send the form to

Association of Christian Schools International  
1 Wenden Court, RR #2, Minesing, ON LOL 1Y2  
Phone 705-728-7344 Fax 705-728-4401

**CONTACT INFORMATION**

Fill out a separate form for each location within the organization, and return the forms together to prevent a delay in processing.

How many schools are in the system? (The minimum is one.) \_\_\_\_\_

School name: \_\_\_\_\_

Mailing address: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal code: \_\_\_\_\_

School physical address (if different from mailing address): \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal code: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Year founded: \_\_\_\_\_

E-mail: \_\_\_\_\_ Website: \_\_\_\_\_

**Organizational Structure** (Choose one.)

- Charitable corporation
- Part of the corporation of a sponsoring church
- Sponsored by a church but separately incorporated
- For-profit organization
- Sole proprietorship
- Other (explain) \_\_\_\_\_

Denomination, association of churches, or fellowship: \_\_\_\_\_

**LEADERSHIP** (List all names that apply to this location.)

\_\_\_\_\_  
Administrator Name, Title

\_\_\_\_\_  
Administrator's E-mail

\_\_\_\_\_  
Principal Name, Title

\_\_\_\_\_  
Principal's E-mail

\_\_\_\_\_  
Principal Name, Title

\_\_\_\_\_  
Principal's E-mail

\_\_\_\_\_  
Principal Name, Title

\_\_\_\_\_  
Principal's E-mail

\_\_\_\_\_  
Board Chairperson Name, Title

\_\_\_\_\_  
Board Chairperson's E-mail

\_\_\_\_\_  
Mission Coordinator Name, Title

\_\_\_\_\_  
Mission Coordinator's E-mail

Number of full- and part-time teachers JK-8 \_\_\_\_\_

Number of full- and part-time teachers 9-OAC \_\_\_\_\_

### STUDENT ENROLLMENT

For all grade levels below, fill in the blank with the number of students in that grade.

Membership fees are based on the opening day.

JK	_____	<input type="checkbox"/>	Curriculum follows provincial guidelines for JK–8
SK	_____	<input type="checkbox"/>	Curriculum follows provincial guidelines for high school
Grade 1	_____	<input type="checkbox"/>	Considering adding high school within two years
Grade 2	_____	<input type="checkbox"/>	High school programme inspected by provincial ministry of education
Grade 3	_____		
Grade 4	_____		
Grade 5	_____		
Grade 6	_____		
Grade 7	_____		
Grade 8	_____		
Grade 9	_____		
Grade 10	_____		
Grade 11	_____		
Grade 12/OAC	_____		
<b>Enrollment JK–12/OAC</b>	_____		

**Enrollment by Service if Applicable**

Boarding School	_____
Distance Learning	_____
Homeschool Extension	_____
Learning Disabilities Programme	_____

### MEMBERSHIP FEE WORKSHEET

Student fee (Use chart below.) Base fee (required) \_\_\_\_\_

0–18 students	Minimum \$340	_____
19 or more	\$19.50 x _____ (JK–12/OAC)	_____

**(1) School Fee Subtotal** \_\_\_\_\_

**Membership for Individuals**—optional (See page 2.)

IACEE (International Association of Christian Early Educators) \$45.00 x \_\_\_\_\_ = \_\_\_\_\_  
Individuals

\_\_\_\_\_

IACEE Member Name

\_\_\_\_\_

IACEE Member E-mail

*Continued in next column ...*

\_\_\_\_\_

IACEE Member Name

\_\_\_\_\_

IACEE Member E-mail

IACSA&B (International Association of Christian School Administrators and Board Members) \$85.00 x \_\_\_\_\_ = \_\_\_\_\_  
Individuals

\_\_\_\_\_

IACSA&B Member Name

\_\_\_\_\_

IACSA&B Member E-mail

\_\_\_\_\_

IACSA&B Member Name

\_\_\_\_\_

IACSA&B Member E-mail

**(2) Individual Membership Subtotal** \_\_\_\_\_

**Donations**—optional (See page 2.)

Haiti Ministry Gift \_\_\_\_\_

Legal Defense Fund \_\_\_\_\_

**(3) Donations Subtotal** \_\_\_\_\_

**Payment Options** (Choose one.)

- Paying full amount now
- Paying half amount now—bill me for remainder in January (\$30 billing fee) \_\_\_\_\_

**(4) Billing Fee** \_\_\_\_\_

**Payment**

Cheques should be made payable to ACSI Eastern Canada.

**Total of Fees 1–4** \_\_\_\_\_

### ACSI OFFICE USE ONLY

ID \_\_\_\_\_ Invoice Date \_\_\_\_\_

Region \_\_\_\_\_ Check # \_\_\_\_\_

**Keep a copy of this application for your records. Your copy of this application is your itemized invoice and receipt.**

**CODE OF CONDUCT**

The Association of Christian Schools International believes that Christian schools must pursue excellence. As a member of the Association of Christian Schools International, we are committed to

- Offer adequate programmes to meet the needs of all admitted students
- Hire faculty members who are qualified for their assignments
- Provide facilities that are appropriate for the educational programmes we offer and that meet local health, safety, and sanitation standards
- Meet legal requirements for existing as a private school
- Engage in ongoing school improvement and in the core components as outlined in ACSI's *Essential Elements of an Effective Christian School*:
  - Truth
  - Intellectual Development
  - Christian Educators
  - Potential in Christ
  - Operational Integrity

**STATEMENT OF FAITH**

We believe the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God (2 Timothy 3:16, 2 Peter 1:21).

We believe there is one God, eternally existent in three persons—Father, Son, and Holy Spirit (Genesis 1:1, Matthew 28:19, John 10:30).

We believe in the deity of Christ (John 10:33), His virgin birth (Isaiah 7:14, Matthew 1:23, Luke 1:35), His sinless life (Hebrews 4:15, 7:26), His miracles (John 2:11), His vicarious and atoning death (1 Corinthians 15:3, Ephesians 1:7, Hebrews 2:9), His Resurrection (John 11:25, 1 Corinthians 15:4), His Ascension to the right hand of God (Mark 16:19), and His personal return in power and glory (Acts 1:11, Revelation 19:11).

We believe in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature and that men are justified on the single ground of faith in the shed blood of Christ and that only by God's grace and through faith alone are we saved (John 3:16–19, 5:24; Romans 3:23, 5:8–9; Ephesians 2:8–10; Titus 3:5).

We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life, and they that are lost unto the resurrection of condemnation (John 5:28–29).

We believe in the spiritual unity of believers in our Lord Jesus Christ (Romans 8:9, 1 Corinthians 12:12–13, Galatians 3:26–28).

We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life (Romans 8:13–14; 1 Corinthians 3:16, 6:19–20; Ephesians 4:30, 5:18).

**AFFIRMATION**

Your signature indicates that you have completed all applicable sections. Your signature affirms the following:

- Your school's full- and part-time personnel and board members are followers of Christ who acknowledge Jesus as Lord and Savior.
- Your school does not discriminate in employment on the basis of gender, race, national or ethnic origin, age, or disability; nor does the school discriminate in enrollment or in the provision of its programmes or services on the basis of gender, race, or national or ethnic origin.

Receipt of this form indicates permission for ACSI to contact you via the school e-mail address or fax number and acknowledges that your school's contact information may appear in the online membership directory.

**SIGNATURE**

Your signature indicates that you have completed all applicable sections. Your signature affirms the following:

1. I have read, and I agree with, the ACSI Statement of Faith.
2. I have read, and our school complies with, the above points of affirmation.
3. I have read, and our school is committed to, the above code of conduct.

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Signature

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Date

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Printed Name and Title

**ADDITIONAL IACEE MEMBERS**

Empty space for listing additional IACEE members.

**ADDITIONAL IACSA&B MEMBERS**

Empty space for listing additional IACSA&B members.

**ADDITIONAL INFORMATION AND COMMENTS**

Empty space for providing additional information and comments.