

AIHEC Membership Application Documentation Checklist: Associate

DOCUMENTATION	YES	NO	DATE	NOTES
Charter/ordinances				
Other pertinent documents				
Constitution, bylaws, articles of inc.				
Charter of Tribal Resolution giving authority to the board				
Names of board members and tribal affiliation				
Mission statement				
Description of physical location, facilities, major programs & activities				
Institutional self-study				
Certified FTE				
Certified and independently verified ISC				
Sample registration form				
Certified degree of Indian blood				
Transcript forms				
Completed student enrollment spreadsheet				
Strategic plan, with plan for developing/implementing educational plan of operation				
Current catalog				
List of faculty credentials				
Articulation agreements				
Faculty handbook, if any				
Policies & procedures manual(s), if any				
Most recent auditors financial statement				
IRS determination of nonprofit status				
Current budget and explanation				
Feasibility study, including five-year enrollment projections				
Accreditation report or documentation				
Copy of the institution's self-study for accreditation				