Alaska Association for Infant & Early Childhood Mental Health

AK-AIMH

2018 Mail-In Application for Agency Membership

Please keep a copy of this form for your records!

AGENCY INFORMATION:

Please print clearly in ink. All Fields are required!

Agency Name:			
Mailing Address:	City	State	Zip Code
Agency Phone:	Agency Fax:	Name of person submitting this form:	*Phone/Extension:
Email Address for Agency:		Email Address for person submitting this form:	

Agency Membership Payment	Price per Unit	Number of Units	Cost per Unit	Subtotal
Agency Membership (10 employees)	$350.00	1	$350.00	$350.00
Each Additional Employee	$35.00			
		Check #:	Total:	

- *We accept checks but cannot accept purchase orders.*
- *The AKAIMH Membership year runs by calendar year, from Jan. 1, 2018 to Dec. 31, 2018. Your 2018 membership includes November & December 2017.*
- *Agency membership includes up to **10 employees**. Each additional employee costs $35. Note: Separated individual memberships would cost $40 each.*

IMPORTANT: Your Agency Membership is NOT ACTIVATED until you register in our online database! Your employees aren't activated until they complete individual online registration!

To take full advantage of your membership benefits, please note the following:

Agency & employee membership will be activated only after:

(1) This form and your payment by check are received at AKAIMH, PO Box 81728, Fairbanks, AK 99708.

and

*(2) You receive an email from AKAIMH prompting you to complete your registration with **AKAIMH's NEW online database** (the website address will be provided in the email you receive).*

and

(3) You complete our very simple online database registration. Under payment options, indicate that you mailed a check.

and

(4) During agency online registration, you are required to enter the email addresses of the employees who are covered by this agency membership. We will email each of these employees & each employee will then separately register online to activate themselves. If they fail to do so, they will not receive AKAIMH communications or be included in membership reports & won't be able to access member benefits like free training.

If internet connectivity prohibits your access to the database, please email us at membership@akaimh.org so an AKAIMH database administrator can schedule a time with you to complete the online registration by phone.