

# Membership Application Form

Membership Year: July 1, 2018 - June 30, 2019

Please print, complete and mail to:  
 Southern Association of Colleges & Employers  
 1101 N. Delaware St. Suite 600, Indianapolis, IN 46202  
 Fax: 317-635-4757, Email: [office@soace.org](mailto:office@soace.org)

Please complete a separate form for each person applying for membership. Memberships are \$130.00 per person.  
 If you are an existing SoACE Member, renewing is even easier online – [www.SoACE.org](http://www.SoACE.org).

For groups membership inquiries, please contact the SoACE Office ([office@soace.org](mailto:office@soace.org)).

## Membership Categories:

### REGULAR

**Regular Members** act as official representatives for their organizations and their job functions include career services, career development, professional development, or recruitment and training of college students and graduates.

**Educational Institution Members** are defined as individuals who serve as official representatives of an educational institution (post-secondary institution granting Associates or Bachelor’s degrees at a minimum) and provide career services, career development or professional development for students.

**Employer Members** are defined as individuals who recruit, screen, hire, and train college students or graduates for their organization. This does not include organizations that function as third party recruiters, provide human resource staffing functions, or provide a product or service to career services.

### AFFILIATE

**Affiliate membership** may be granted to organizations that provide a service or product to a Regular Educational Institution or Employer Member. The mission and purpose of these organizations must be complementary and supportive of the mission and purposes of SoACE, as determined by the Membership Committee. Affiliate membership applies to organizations such as: publishers of career materials, technology organizations that provide supporting software and system platforms that directly relate to the operational functions of college recruitment or college and university career services, advertising firms, media organizations, consultants in college recruiting for an institutional employer/college member, college/university faculty, and supervising managers for a regular college/university or employer member. The phrase “consultants in college recruiting” does not constitute employment agencies operating on a contingency basis or as third party recruiters. These members are entitled to all the rights of full membership except for the ability to vote or hold office.

### OTHER

**Individual members** are persons who self-fund their membership dues, as opposed to the dues being paid by their employer. In the event the member transitions to a different organization, their membership remains with the individual, not their employer. These members are entitled to all the rights of full membership except for the ability to vote or hold office.

**Student Members.** Individuals enrolled in degree-granting programs of accredited colleges/universities who have demonstrated interest in the career services/employer relations profession, and who are not employed full-time in the profession. Membership dues shall be half (1/2) of the full individual membership rate. Student membership is not available to those who would qualify for membership under the Regular membership category. Student membership eligibility ends six months after the completion of the degree, or upon employment in the field, whichever comes first. These members are entitled to all the rights of full membership except for the ability to vote or hold office.

**Honorary Lifetime Members.** Individuals no longer eligible for active membership and who have been members of the association for a significant number of years, and who have made notable contributions in the fields of career services or human resources recruiting/training, or who have made notable contributions to SoACE, and who are nominated by members and approved by the Board of Directors. Such members shall not vote, hold office, or pay dues. Honorary Lifetime members who return to the profession must resume full dues-paying membership responsibilities and privileges in order to remain active in SoACE.

**Retiree Members.** A qualified member, upon retirement, may retain membership in SoACE. These members are entitled to all the rights of full membership except for the ability to vote or hold office. The individual’s membership status will belong to the individual and dues payment will be the responsibility of the individual.

*Based on the information above, please indicate your membership type below:*

<input type="checkbox"/>	Regular – Educational Institution	\$130.00	<input type="checkbox"/>	Other – Individual	\$130.00
<input type="checkbox"/>	Regular – Employer	\$130.00	<input type="checkbox"/>	Other – Student	\$55.00
<input type="checkbox"/>	Affiliate	\$130.00	<input type="checkbox"/>	Other – Honorary Lifetime	\$0.00
			<input type="checkbox"/>	Other – Retiree	\$130.00



**Member Information:**

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Membership Organization: \_\_\_\_\_ Office/Division: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_ Zip: \_\_

Phone #: \_\_\_\_\_ Institution/Organization Website: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

**College Member Functional Areas:** *Select All That Apply* **College Profile Funding:** *Please Select Only One*

- Alumni Career Advising
- Cooperative Education
- Employer Relations
- Graduate Student Career Advising
- Internships
- MBA Student and/or MBA Alumni Advising
- Senior Leader of Department
- Technology
- Undergraduate Student Career Advising
- Other \_\_\_\_\_

- Public
- Private

**Degrees Offered:** *Select All That Apply*

- 4 Year
- 2 Year
- Masters and/or Doctoral

**Employer/Affiliate Industry:** *Please Select Only One*

- |                                       |  |  |
|---------------------------------------|--|--|
| Agriculture, Food & Natural Resources | Government & Public Administration         | Manufacturing                                  |
| Architecture & Construction           | Health Science                             | Marketing                                      |
| Arts, A/V Technology & Communications | Hospitality & Tourism                      | Science, Technology, Engineering & Mathematics |
| Business Management & Administration  | Human Services                             | Transportation, Distribution & Logistics       |
| Education & Training                  | Information Technology                     | Other _____                                    |
| Finance                               | Law, Public Safety, Corrections & Security |  |

**Demographic Information:**

*This information will assist SoACE in better understanding the diversity of its membership*

- I identify myself as:**
- |                   |             |            |
|-------------------|-------------|------------|
| Male              | Female      | Non-binary |
| Prefer not to say | Other _____ |            |
- 
- |                                 |                            |
|---------------------------------|----------------------------|
| Asian American                  | Hispanic                   |
| African American/Black          | International/Foreign Born |
| American Indian/Native American | Pacific Islander           |
| Caucasian/White                 | Prefer not to say          |
|                                 | Other _____                |

**Payment:** *(Tax ID 74-1686904)*

- Check Payment\*\* / Invoice Request
- Credit Card
- Acct # \_\_\_\_\_
- Exp \_\_\_\_/\_\_\_\_
- CVV \_\_\_\_\_
- Name on Card \_\_\_\_\_
- Billing Zip Code \_\_\_\_\_

\*\*Make checks payable to SoACE, Mail To: SoACE Office, c/o SoACE Membership, 1101 N. Delaware St. Ste. 600, Indianapolis, IN 46202

**Please indicate whether member payment is: personal expenditure or  paid/reimbursed by employer**