

# 2017 Application for Membership



## BEFORE YOU BEGIN

1. For expedited processing, apply online at [www.alanet.org](http://www.alanet.org).
2. Please review the ALA website for membership eligibility requirements.
3. Questions? Email [membership@alanet.org](mailto:membership@alanet.org) or call 847.267.1585.

## PERSONAL INFORMATION

Mr.  Mrs.  Ms.  Dr.  Hon. \_\_\_\_\_ First Name Middle Name Last Name

Nickname or Informal Name (for badges and/or correspondence) \_\_\_\_\_

Job Title \_\_\_\_\_

Employer \_\_\_\_\_

Business Street Address \_\_\_\_\_

Business City Business State/Province Business ZIP Code + 4/Postal Code

Business Country \_\_\_\_\_

Business Phone \_\_\_\_\_

Cell (ALA Use Only) \_\_\_\_\_

Business Email \_\_\_\_\_

Alternate Email \_\_\_\_\_

Home Street Address \_\_\_\_\_

Home City Home State/Province Home ZIP Code+4/Postal Code

Home Country \_\_\_\_\_

Address Preference:  Business  Home Email Preference:  Business  Alternate

The year you first started working as a legal administrator: \_\_\_\_\_

Have you previously been a member of ALA?  Yes  No If yes, ID# if known \_\_\_\_\_

If not a previous member, how were you referred to ALA?

Email  Employer  Web/Internet  Event  Colleague (Name Optional) \_\_\_\_\_

Advertising  Publication  Social Media  Mail  Other \_\_\_\_\_

I have the following credential(s):

CLM  CPA  PHR  SPHR  JD  PhD  Other \_\_\_\_\_

I am fluent in the following language(s) other than English:

American Sign Language  Language \_\_\_\_\_  Language \_\_\_\_\_  Language \_\_\_\_\_

I am a member of these organizations:

ILTA  LMA  AALL  SHRM  ABA  State/Local Bar Assn

NALP  NALSC  ACC  Meridian  NALA  NFPA  OLP  Other \_\_\_\_\_

## YOUR ROLE

1. Which of the following best describes your title? Select only one title.

- Executive Director/Principal Administrator
- Office/Business Manager
- Branch Office Manager
- Support Manager/Functional Specialist

Identify your primary job responsibility. Select only one specialty.

- Finance
- Technology
- Marketing
- Human Resources
- Facilities
- Practice Management

- Attorney
  - Managing Partner/General Counsel
  - Partner
  - Associate

- Student
  - Legal administration/management, paralegal, business, or ABA-accredited law school
  - Another discipline; Major \_\_\_\_\_

- College/University Instructor or other staff
- Other (describe; a formal job description may be required) \_\_\_\_\_

- Consultant

2. Number of staff who report to you \_\_\_\_\_

- 3. Do you manage an important function that renders high-level technical or other specialized services?  Yes  No
- 4. Do you hold a position that requires independent judgment without close supervision?  Yes  No
- 5. Do you hold an exempt position or a position that is eligible to be classified as exempt?  Yes  No
- 6. Do you work for a legal organization engaged primarily in the practice of law?  Yes  No
- 7. Do you exercise management responsibilities on a full-time basis?  Yes  No

If no, what percentage of your working time do you devote to performing the management responsibilities of your position: \_\_\_\_\_ %

## EMPLOYER INFORMATION

1. Which option best describes your employer or company? Select only one box.

- Private Law Office
- Bar Association
- Consultant Organization
- Corporate Legal Department
- Nonprofit Organization
- College/University
- Government Legal Department/  
Judicial Agency/Court
- Nonprofit Organization  
serving indigents
- Other \_\_\_\_\_

2. Does your employer have more than one office or location?  Yes (a)  No (b)  Not Applicable

If you answered YES or NO: Complete a. or b. below, as appropriate:

**a. If your employer has office space in multiple locations:**

Are you the principal administrator for all offices?  Yes  No

(excludes functional specialist positions noted above)

OR

for one or more branch locations?  Yes  No

(excludes functional specialist positions noted above)

Number of lawyers at your location \_\_\_\_\_ Number of lawyers organization-wide \_\_\_\_\_

Total gross revenue (optional): your location \_\_\_\_\_ organization-wide \_\_\_\_\_

Do you work in the "home" or "main" office?  Yes  No

**b. If your employer has office space in a single-location:**

Are you the principal administrator?  Yes  No

(excludes functional specialist positions noted above)

Number of lawyers at your location \_\_\_\_\_

Total gross revenue (optional): your location \_\_\_\_\_

\_\_\_\_\_  
Title of person to whom you report

\_\_\_\_\_  
Name of person to whom you report (Optional)

**DEMOGRAPHIC INFORMATION (OPTIONAL)**

To assist ALA in achieving its goals to increase sensitivity to diversity and enhance member benefits, the following data is requested on an optional basis. Individual responses are held in strict confidence; data is revealed in cumulative form only. Members who participate may request a summary of this data for benchmarking purposes.

1. Birth Year: \_\_\_\_\_
2. Gender Identification:  Female       Male       Other
3. Indicate highest level of education attained. Select only one box.
 

<input type="checkbox"/> High school graduate	<input type="checkbox"/> Bachelor's degree	<input type="checkbox"/> JD/LLB	<input type="checkbox"/> Some college – no degree
<input type="checkbox"/> Master's degree	<input type="checkbox"/> Doctorate	<input type="checkbox"/> Associate's degree (2 year)	<input type="checkbox"/> MBA
4. Race/Ethnic Identification
 

<input type="checkbox"/> American Indian/Alaskan Native	<input type="checkbox"/> Black	<input type="checkbox"/> White
<input type="checkbox"/> Asian/Pacific Islander	<input type="checkbox"/> Hispanic	<input type="checkbox"/> Multiracial
5. Total Compensation
 

<input type="checkbox"/> \$25,000 – 49,999	<input type="checkbox"/> \$100,000 – 124,999	<input type="checkbox"/> \$175,000 – 199,999	
<input type="checkbox"/> \$50,000 – 74,999	<input type="checkbox"/> \$125,000 – 149,999	<input type="checkbox"/> \$200,000 – 224,999	
<input type="checkbox"/> \$75,000 – 99,999	<input type="checkbox"/> \$150,000 – 174,999	<input type="checkbox"/> \$225,000 – 249,999	<input type="checkbox"/> \$250,000 +

**GENERAL INFORMATION**

Diversity is strongly supported and encouraged in the profession and ALA membership, including differences of race, ethnicity, culture, national origin, color, geography, gender/gender identity, sexual orientation, age, and disabilities, as well as political and religious affiliation, and socioeconomic or military status.

Dues or contributions to ALA are not deductible as charitable contributions for U.S. federal income tax purposes. However, dues payments may be deductible by U.S. members as an ordinary and necessary business expense. Consult a tax professional for individual tax advice.

Member dues are not used for lobbying activities or expenses.

ALA business partners contact members from time to time using information from a variety of sources: law firm and chapter websites, legal directories, and trade show visits. ALA business partners are also offered limited and controlled singular opportunities to rent the ALA member mailing list, and/or contact members by email through a contracted third party email service with information and offers ALA has determined are relevant to our business, and may be of interest. Members may opt out of these communications according to their preferences.

Select ALA business partners are approved for inclusion in the ALA Value in Partnership (VIP)SM Program through which they provide exclusive discounts and services to ALA members. Under certain circumstances, ALA has occasionally granted these business partners the opportunity to reach members via email to communicate those services as part of the VIP Program relationship.

We want to assure members that the Association values your privacy, and carefully manages access to your contact information. If you would like further information about how we protect your information, please contact the ALA Membership Department at 847.267.1585 or email [membership@alanet.org](mailto:membership@alanet.org).

**SIGNATURE REQUIRED**

I meet the eligibility requirements as set forth in the Association's Bylaws and agree to abide by the ALA Code of Professional Responsibility, Non-solicitation Policy, and the Website and Data Privacy Policy (See [alanet.org](http://alanet.org) to review these documents before signing your application). I understand membership is issued to individuals, not employer organizations, and is neither transferable nor refundable. Applications are accepted subject to review and approval and all applications are provisionally approved for the first 30 days. Most applications are processed within 5 working days of receipt by ALA. Under certain circumstances, and during peak times, an additional 5 to 10 business days may be required. Staff will assign Regular or Associate membership based on applicant's credentials.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Offer Code

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25
26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50

## MEMBERSHIP INVESTMENT

1. Do not include chapter dues with this application. ALA membership is required before applying for chapter membership.
2. Dues are based on the calendar year – January 1, 2017 through December 31, 2017. Memberships that begin in January through November will expire December 31 of the year applied. Memberships that begin in December will not expire until December 31 of the following year.
3. If applying for term beginning January 1, 2018 or later, please request the 2018 application form.

<b>2017 Standard Dues: Regular or Associate Membership</b> (law firms, corporate law departments, colleges/universities, consultants)			
Your Location	Apply in January –June	Apply in July –November	Apply in December*
• U.S.A.	\$419 USD	\$249 USD	\$419 USD
• International	\$319 USD	\$249 USD	\$319 USD
*When you apply in December, you receive 13 months of membership for the price of 12! Your membership will, subject to continued eligibility, be valid through December 31, of the following year.			
<b>2017 Nonprofit or Government Dues: Regular or Associate Membership</b> (nonprofit organizations, government legal departments/offices, judicial agencies/courts)			
Your Location	Apply in January –June	Apply in July –November	Apply in December*
• U.S.A.	\$219 USD	\$129 USD	\$219 USD
• International	\$219 USD	\$129 USD	\$219 USD
*When you apply in December, you receive 13 months of membership for the price of 12! Your membership will, subject to continued eligibility, be valid through December 31 of the following year.			
<b>2017 Student Dues</b> (membership term based on the calendar year - January 1 through December 31)			
			Apply in 2017*
Part-time or Full-time Students in any degree program at an accredited institution of higher learning are eligible for ALA Student Membership. (Transcript required at time of application and annually at renewal. Maximum of four student membership terms allowed. Ineligible for student rate if employed in full-time, exempt position.)			\$49 USD
*When you apply in December, you receive 13 months of membership for the price of 12! Your membership will, subject to continued eligibility, be valid through December 31 of the following year.			

## PAYMENT & MAILING INFORMATION

**Checks:** US Funds, payable to Association of Legal Administrators and mailed as follows:

- ALA  
P.O. Box 95583  
Chicago, IL 60694-5583

**Credit Cards:**

Apply online at [alanet.org/membership](http://alanet.org/membership).

**Purchase Orders:**

ALA does not accept purchase orders for payment of dues.

Questions? Phone: 847.267.1585 (8:30 a.m.–5:00 p.m. CT); email: [membership@alanet.org](mailto:membership@alanet.org).



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