**SAMPLE LETTER OF APPLICATION**

**(ON COLLEGE/UNIVERISTY LETTERHEAD)**

**[INSERT DATE HERE]**

President

AISES

6321 Riverside Plaza Lane NW, Unit A

Albuquerque, NM 87120

Please accept this cover letter and enclosed application materials as intent to establish a student chapter at **[INSERT NAME OF COLLEGE/UNIVERSITY].** Our chapter advisor will be **[INSERT ADVISOR’S NAME**]. We have also completed the process of being duly recognized by **[INSERT NAME OF COLLEGE/UNIVERSITY]** as a school affiliated organization.

In addition to this cover letter, the following completed documents are enclosed:

* Application to Establish a College/University Chapter – Completed by Chapter Advisor and Chapter President
* List of at Least Three Current AISES Members
* Code of Conduct – Signed and Dated
* Safe Camp – Signed and Dated
* AISES Code for the Governing of Student Chapters – Signed and Dated
* Letter From Our Institution Stating Our Chapter is a Duly Recognized Student Organization – Signed and Dated
* A Copy of Meeting Minutes Showing the Vote to Accept the Code of Conduct, Safe Camp, and Code for the Governing of Student Chapters

We are excited to participate in upcoming AISES events and particularly look forward to meeting other students and members of AISES.

We understand that our enclosed application is subject to approval from the President of AISES and we are eagerly awaiting a response.

Sincerely,

**[INSERT PRESIDENT SIGNATURE] [INSERT ADVISOR SIGNATURE]**

**[INSERT PRESIDENT PRINTED NAME] [INSERT ADVISOR PRINTED NAME]**