

AIA MEMBERSHIP INVOICES & CYCLES:

These invoices correlate to:

- AIA Service Charge Grid and
- Article 9 of the Bylaws

Due to the uniqueness of AIA membership – invoices are sent seasonally as indicated on the attached; and schools have been encouraged to establish an open PO if one is required, or to at least be aware of the following automatic invoice dates:

- **July 1** Annual Membership Dues & Varsity Sports Participation Fees – (rule books included – no separate invoices for rule books).
- **December 1** Cycle 1 – (Fall) Service Charges - (see Service Charge Grid).
- **December 15** Fall – Regular Season Officials Mileage reimbursement – per Article 9 of the AIA Bylaws.
- **March 1** Cycle 2 – (Winter) Service Charges - (See Service Charge Grid).
- **March 15** Winter – Regular Season Officials Mileage reimbursement – per Article 9 of the AIA Bylaws.
- **May 1** Cycle 3 - (Spring) Service Charges - (See Service Charge Grid).
- **May 15** Spring – Regular Season Officials Mileage reimbursement – per Article 9 of the AIA Bylaws.

As shown above, AIA invoicing cycle is regular and predictable. The only additional one-off invoices may be for Speech & Debate or One-Act Plays which the school may put a Purchase Order in place prior to.

There will be no other “pre” notices of these invoices, as they are part of the terms of membership. Per any school or district policy requiring Purchase Orders to be submitted prior to “purchase” – the above schedule should assist in the issuing of those Purchase Orders.