



Districtwide Membership Instructions

AzAMLE welcomes districtwide membership purchases at a 10% discount.

Please follow these steps:

1. Download the AzAMLE W-9 Form [here](#) or at AzAMLE.org/Join.
2. Email your request to info@AzAMLE.org. In your email, include:
 - a. Will this be single AzAMLE memberships (\$249.99 each school) or dual AzAMLE/AMLE memberships (\$489.99 each school)?
 - b. Primary billing name and email address for the invoice
 - c. Number of schoolwide memberships requested
 - d. School Names
 - e. Principal names and email addresses for each school
3. **An invoice will be emailed to you that includes a 10% districtwide discount off your total due.**
4. Print the invoice that was emailed to your provided address.
5. Submit the invoice and your requisition to your finance department.
6. Email the completed purchase order to po@AzAMLE.org.

(Once AzAMLE receives the P.O., your memberships will be activated.)

7. Mail your payment/check to:
**Arizona AMLE
2840 E. Germann Rd. #1071
Chandler, AZ 85286**
8. **Questions?** Email us at info@AzAMLE.org.