Dear <Administrator>,

I’m writing to you to request approval for <Institution Name> to become a Clery Center Institutional Member.

Clery Center Membership connects campus safety professionals with training, ready-to-use materials, resources, and strategies to help guide them through understanding and implementing the provisions of the Clery Act. With Membership, <Institution Name> would receive 30 years of experience and unparalleled expertise in the form of annual security report (ASR) reviews, unlimited technical assistance and support, free tools and resources, free and discounted trainings, workshops, and webinars, and access to the Clery Center Member directory and private discussion board.

Becoming a Member would play a vital role in our campus’ safety and Clery Act compliance. Clery Center can help us be sure we are applying best practices when we complete our ASR, build prevention programming, write timely warnings and emergency notifications, and meeting all of the requirements of the Clery Act.

The annual Clery Center Membership fee is $3,800. The fine for a Clery Act violation was just raised to $67,544 per violation in February 2023. With Clery Center Membership, we receive:

* 1 Annual Security Report review per Membership year
* 5 free registrations that can be applied to any Clery Center training or workshop:
  + [Clery Act Training Seminars (CATS)](https://www.clerycenter.org/cats)
  + [Workshops & Trainings](https://www.clerycenter.org/workshops-trainings)
* 5 free registrations to [Self-paced CATS](https://www.clerycenter.org/self-paced-cats)
* 25% discount on all training & workshop registrations thereafter
* 10% discount for [Training on Request](https://www.clerycenter.org/training-on-request)
* Free [Campus Security Authority Training Video](https://www.clerycenter.org/store#!/Campus-Security-Authority-Training-Video/p/318569238/category=0) & supplemental materials
* Quarterly Clery Act Compliance Q&A Sessions
* 2 in-depth compliance calls
* Member-exclusive webinars
* Unlimited technical assistance and support on our Clery Act questions
* Access to the extensive Member Resource Library, including recorded webinar archives and Clery Center exclusive guides
* Access to a private Member-exclusive discussion forum & Member directory
* Comprehensive self-assessment tool
* Member e-newsletter

With Clery Center Membership <Institution Name> will have guidance on Clery Act implementation from the foremost experts in the field. Clery Center can help us to change the culture around safety and security on our campus and guide us to build policies and procedures that not only improve transparency, but help our students and employees to feel confident and secure in our capability.

Thank you for considering supporting <Your Department> with Clery Center Membership. I strongly believe it will be an essential asset in our campus safety efforts.

Sincerely,

<Your Name, Title, Department>