

# Small Nonprofit Organizational Membership Application



Please use this application if you wish to have a Small Nonprofit Organizational Membership. This membership will stay with the organization if you or the designated member should leave the organization. If you would like an Individual Membership, which stays with you should you leave your organization, please refer to the Individual Membership Application.

If you need assistance, please contact AFP's Membership Services Department at (800) 666-FUND.

For more information about AFP, visit [www.afpglobal.org](http://www.afpglobal.org).

## TO COMPLETE THIS SMALL NONPROFIT ORGANIZATIONAL MEMBERSHIP APPLICATION

1. Self-Assess your eligibility for this membership (see box below).
2. The designated member must read the *AFP Code of Ethical Principles and Standards* and complete the signature line at the bottom of this application.
3. Mail completed form and payment (including association and chapter dues) to: Association of Fundraising Professionals, P.O. Box 51, Annapolis Junction, MD 20701
4. Application may be faxed to (240) 396-5602

### SELF-ASSESSMENT FOR A SMALL NONPROFIT ORGANIZATIONAL MEMBERSHIP

1. Does your organization have an operating budget of less than \$1,000,000?  
 YES  NO
2. Does your organization have a fundraising department with fewer than 2 FTE (Full time equivalents)?  YES  NO
3. Is your organization individually incorporated or otherwise organized as a separate entity in the laws of your country?  YES  NO
4. Is your organization **not** affiliated with a larger institution supporting its operations?  YES  NO

If you answered "yes" to all of these questions, your organization qualifies for SMALL NONPROFIT ORGANIZATIONAL MEMBERSHIP.

If you do not qualify, please visit the AFP website ([www.afpglobal.org](http://www.afpglobal.org)) for other categories of membership or call (800) 666-3863.

Please enter name of designated member and address information or staple your business card.

NAME \_\_\_\_\_

TITLE \_\_\_\_\_

ORGANIZATION \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_

ZIP CODE \_\_\_\_\_ COUNTRY \_\_\_\_\_

PHONE \_\_\_\_\_

CELL \_\_\_\_\_

FAX \_\_\_\_\_

EMAIL \_\_\_\_\_

## DUES AND FEES

Small Nonprofit Organizational Membership with AFP is retained by the organization and is transferable within the same organization. In the event of change of employment of the designated member, written or email notification to the AFP International Headquarters is required. All dues are payable on an anniversary year basis. The Small Nonprofit Organizational Membership fee includes both the association fee and a local chapter fee.

1. Small Nonprofit Organizational Membership fee: \$175
2. Determine which chapter you will join (see back of form).  
Chapter code: \_\_\_\_\_
3. Payment method:  Check  Visa  MasterCard  AmEx  Discover

NAME ON CREDIT CARD \_\_\_\_\_

ACCOUNT # \_\_\_\_\_

EXP. DATE \_\_\_\_\_

CARD ID NUMBER (CVV) \_\_\_\_\_

### PLEASE ANSWER THE FOLLOWING QUESTIONS TO HELP US SERVE YOU BETTER:

- Does your organization pay your annual dues?  YES  NO
- Year you joined the fundraising profession \_\_\_\_\_
- Operating budget of Institution \$ \_\_\_\_\_
- The AFP membership list is available to reputable organizations subject to approval by AFP. If you do **not** wish to have your name released to other organizations please check here

I certify that I have read and subscribe to the *AFP Code of Ethical Principles and Standards*. By virtue of signing this application, I accept the obligation to abide by the Code and acknowledge that a violation on my part may result in action by the AFP Ethics Committee. I also certify that I have not been found guilty, pled guilty or no contest, or had an adverse verdict or judgment entered against me in a proceeding in which I had been accused of fraud, misrepresentation, embezzlement, theft, or similar crimes, violations, or injury involving a charity or a donor or prospective donor to a charity. I understand that if there is a local AFP chapter within the vicinity, I must belong to the chapter in addition to belonging to the Association of Fundraising Professionals.

MEMBER SIGNATURE REQUIRED \_\_\_\_\_ DATE \_\_\_\_\_

You will receive services upon payment. Please allow 4–6 weeks for initial receipt of publications. For U.S. income tax purposes, dues are not considered a charitable contribution. If you or your organization is permitted to deduct your dues from gross income under the U.S. Internal Revenue Code, AFP estimates that 3.9% of your dues are not deductible due to AFP's advocacy efforts.

# Chapter Dues (05/01/2018)

| Chapter Location              | Chapter Fee | Code |
|-------------------------------|-------------|------|
| At Large USA                  | \$0         | AAU  |
| At Large Non-USA              | \$25        | AAF  |
| AK, Anchorage                 | \$50        | AK1  |
| AL, Birmingham                | \$75        | AL1  |
| AL, Huntsville                | \$75        | AL4  |
| AL, Mobile                    | \$50        | AL3  |
| AL, Montgomery                | \$35        | AL2  |
| AR, Fayetteville              | \$35        | AR2  |
| AR, Little Rock               | \$45        | AR1  |
| AZ, Flagstaff                 | \$50        | AZ3  |
| AZ, Phoenix                   | \$75        | AZ1  |
| AZ, Tucson                    | \$55        | AZ2  |
| CA, Los Angeles               | \$100       | CA1  |
| CA, Monterey                  | \$50        | CAB  |
| CA, Orange                    | \$75        | CA5  |
| CA, Palm Springs              | \$50        | CAE  |
| CA, Riverside/San Bernardino  | \$35        | CA6  |
| CA, Sacramento                | \$45        | CA8  |
| CA, San Diego                 | \$60        | CA3  |
| CA, San Fernando              | \$50        | CAA  |
| CA, San Fran/Oakland          | \$100       | CA2  |
| CA, Silicon Valley            | \$50        | CA9  |
| CA, San Joaquin Valley        | \$35        | CA4  |
| CA, San Luis Obispo           | \$45        | CAF  |
| CA, Santa Barb./Ventura       | \$50        | CA7  |
| CA, Sonoma-Napa               | \$40        | CAD  |
| CA, Stan. Cnty/Modesto        | \$30        | CAC  |
| CO, Colorado Springs          | \$75        | CO2  |
| CO, Denver                    | \$80        | CO1  |
| CT, Fairfield                 | \$50        | CT2  |
| CT, Hartford                  | \$50        | CT1  |
| DC, Washington                | \$120       | DC1  |
| DE, Wilmington                | \$60        | DE1  |
| FL, Ft. Laud/Broward          | \$40        | FL8  |
| FL, Indian River              | \$40        | FLD  |
| FL, Jacksonville              | \$50        | FL5  |
| FL, Martin/St. Lucie Cnties   | \$40        | FLB  |
| FL, Miami                     | \$50        | FL1  |
| FL, Naples                    | \$30        | FLA  |
| FL, New Port Richey           | \$60        | FLF  |
| FL, Orlando                   | \$40        | FL3  |
| FL, Palm Beach                | \$50        | FL4  |
| FL, Pensacola                 | \$40        | FL9  |
| FL, Polk County               | \$50        | FLG  |
| FL, Port Charlotte            | \$30        | FLH  |
| FL, Sarasota                  | \$50        | FL7  |
| FL, Space Coast               | \$40        | FLE  |
| FL, Tallahassee               | \$25        | FL6  |
| FL, Tampa/St. Pete            | \$60        | FL2  |
| FL, Volusia/Flagler           | \$25        | FLI  |
| GA, Atlanta                   | \$75        | GA1  |
| GA, Augusta                   | \$25        | GA2  |
| GA, Savannah                  | \$25        | GA3  |
| HI, Honolulu                  | \$50        | HI1  |
| IA, Cedar Falls               | \$50        | IA5  |
| IA, Cedar Rapids              | \$50        | IA2  |
| IA, Des Moines                | \$60        | IA1  |
| IA, Dubuque                   | \$50        | IA4  |
| IA, Sioux City                | \$30        | IA3  |
| ID, Boise                     | \$25        | ID1  |
| IL, Champaign                 | \$50        | IL6  |
| IL, Chicago                   | \$120       | IL1  |
| IL, Peoria                    | \$40        | IL2  |
| IL, Rockford                  | \$35        | IL3  |
| IL, Rock Island/Davenport, IA | \$50        | IL5  |
| IN, Fort Wayne                | \$50        | IN3  |

| Chapter Location         | Chapter Fee | Code |
|--------------------------|-------------|------|
| IN, Indianapolis         | \$80        | IN1  |
| IN, Lake/Porter Counties | \$50        | IN4  |
| IN, Michiana             | \$50        | IN2  |
| KS, Topeka               | \$25        | KS2  |
| KS, Wichita              | \$45        | KS1  |
| KY, Lexington            | \$25        | KY1  |
| KY, Louisville           | \$25        | KY2  |
| LA, Baton Rouge          | \$50        | LA3  |
| LA, Lake Charles         | \$25        | LA5  |
| LA, New Orleans          | \$50        | LA1  |
| LA, Shreveport           | \$30        | LA2  |
| MA, Boston               | \$75        | MA1  |
| MA, Springfield          | \$40        | MA2  |
| MD, Baltimore            | \$70        | MD1  |
| MD, Frederick            | \$30        | MD2  |
| MI, Detroit              | \$50        | MI1  |
| MI, Flint/Midland        | \$30        | MI3  |
| MI, Grand Rapids         | \$50        | MI2  |
| MI, Lansing              | \$60        | MI4  |
| MN, Minn./St. Paul       | \$85        | MN1  |
| MN, Paynesville          | \$35        | MN3  |
| MN, Rochester            | \$50        | MN2  |
| MO, Columbia             | \$25        | MO4  |
| MO, Kansas City          | \$50        | MO1  |
| MO, Springfield          | \$25        | MO3  |
| MO, St. Louis            | \$75        | MO2  |
| MS, Jackson              | \$50        | MS1  |
| MT, Billings             | \$25        | MT1  |
| NC, Asheville            | \$45        | NC3  |
| NC, Cape Fear            | \$30        | NC7  |
| NC, Charlotte            | \$25        | NC1  |
| NC, Raleigh/Durham       | \$50        | NC2  |
| NC, Winston-Salem        | \$40        | NC4  |
| ND, Fargo/Grand Forks    | \$35        | ND1  |
| NE, Omaha                | \$50        | NE1  |
| NH, Maine/Vermont/NH     | \$35        | NH1  |
| NJ, Atlantic City        | \$55        | NJ2  |
| NJ, Newark/Trenton       | \$75        | NJ1  |
| NM, Albuquerque          | \$50        | NM1  |
| NV, Las Vegas            | \$50        | NV2  |
| NV, Reno                 | \$30        | NV1  |
| NY, Albany/Schenectady   | \$35        | NY4  |
| NY, Buffalo              | \$75        | NY2  |
| NY, Ithaca               | \$40        | NY7  |
| NY, Long Island          | \$75        | NY6  |
| NY, Mid-Hudson Valley    | \$50        | NY8  |
| NY, New York City        | \$115       | NY1  |
| NY, Rochester            | \$70        | NY3  |
| NY, Syracuse             | \$50        | NY5  |
| NY, Westchester Cnty.    | \$45        | NY9  |
| OH, Canton/Akron         | \$35        | OH4  |
| OH, Cincinnati           | \$50        | OH3  |
| OH, Cleveland            | \$55        | OH1  |
| OH, Columbus             | \$55        | OH2  |
| OH, Dayton               | \$35        | OH7  |
| OH, Springfield          | \$25        | OH9  |
| OH, Toledo               | \$40        | OH6  |
| OH, Youngstown           | \$25        | OH5  |
| OK, Oklahoma City        | \$50        | OK1  |
| OK, Tulsa                | \$50        | OK2  |
| OR, Portland             | \$50        | OR1  |
| PA, Allentown            | \$45        | PA4  |
| PA, Altoona              | \$25        | PA7  |
| PA, Berks                | \$40        | PA8  |
| PA, Harrisburg           | \$50        | PA2  |
| PA, Meadville/Erie       | \$25        | PA6  |
| PA, Philadelphia         | \$100       | PA1  |
| PA, Pittsburgh           | \$50        | PA3  |
| PA, Pocono Mountains     | \$25        | PA9  |

| Chapter Location              | Chapter Fee | Code |
|-------------------------------|-------------|------|
| PA, Scranton                  | \$30        | PA5  |
| PR, San Juan                  | \$30        | PR1  |
| RI, Providence                | \$50        | RI1  |
| SC, Charleston                | \$25        | SC3  |
| SC, Columbia                  | \$25        | SC1  |
| SC, Spartanburg               | \$25        | SC2  |
| SD, South Dakota              | \$50        | SD1  |
| TN, Chattanooga               | \$75        | TN3  |
| TN, Knoxville                 | \$30        | TN4  |
| TN, Memphis                   | \$50        | TN2  |
| TN, Nashville                 | \$55        | TN1  |
| TX, Amarillo                  | \$25        | TX9  |
| TX, Austin                    | \$50        | TX5  |
| TX, Corpus Christi            | \$25        | TXB  |
| TX, Dallas                    | \$50        | TX1  |
| TX, Ft. Worth                 | \$50        | TX3  |
| TX, Houston                   | \$70        | TX2  |
| TX, Lubbock                   | \$25        | TX4  |
| TX, Midland/Odessa            | \$50        | TXA  |
| TX, San Antonio               | \$50        | TX7  |
| TX, Tyler                     | \$50        | TXD  |
| TX, Waco                      | \$25        | TX6  |
| UT, Salt Lake City            | \$50        | UT1  |
| VA, Hampton Roads             | \$45        | VA6  |
| VA, Harrisonburg              | \$40        | VA2  |
| VA, Lynchburg                 | \$25        | VA4  |
| VA, Richmond                  | \$35        | VA3  |
| VA, Roanoke                   | \$30        | VA1  |
| VA, Winchester                | \$30        | VA5  |
| WA, Seattle                   | \$75        | WA1  |
| WA, South Sound               | \$50        | WA2  |
| WI, Green Bay/Sheboygan       | \$30        | WI4  |
| WI, La Crosse                 | \$30        | WI2  |
| WI, Madison                   | \$45        | WI3  |
| WI, Milwaukee                 | \$60        | WI1  |
| <b>Canada Chapters</b>        |             |      |
| AB, Calgary                   | \$80        | CN6  |
| AB, Edmonton                  | \$80        | CN5  |
| AB, Lethbridge                | \$50        | CN8  |
| BC, Okanagan                  | \$50        | CN4  |
| BC, Vancouver                 | \$75        | CN3  |
| BC, Vancouver Island          | \$50        | CN2  |
| MB, Winnipeg                  | \$60        | CN7  |
| NB, New Brunswick             | \$75        | CN1  |
| NF, St. John's                | \$40        | CN9  |
| NS, Cape Breton               | \$75        | CN2  |
| NS, Halifax                   | \$80        | CN3  |
| ON, Barrie                    | \$70        | CN4  |
| ON, Hamilton                  | \$75        | CN5  |
| ON, Kingston                  | \$50        | CN6  |
| ON, Ottawa                    | \$85        | CN7  |
| ON, Toronto                   | \$80+HST    | CN8  |
| ON, Windsor                   | \$50        | CN9  |
| QC, Montreal                  | \$50        | CN1  |
| SK, Regina                    | \$50        | CN2  |
| SK, Saskatoon                 | \$80        | CN3  |
| <b>Mexico Chapters</b>        |             |      |
| MX, Baja California           | \$25        | MX9  |
| MX, Capitulo Yucatan          | \$25        | MX8  |
| MX, Chihuahua                 | \$25        | MX5  |
| MX, Guadalajara               | \$25        | MX4  |
| MX, Mexico City               | \$25        | MX1  |
| MX, Monterrey                 | \$25        | MX2  |
| <b>International Chapters</b> |             |      |
| Bermuda                       | \$60        | BM1  |
| Egypt                         | \$0         | EG1  |
| Hong Kong                     | \$25        | HK1  |
| Jakarta                       | \$25        | JK1  |



# CODE OF ETHICAL STANDARDS

## ETHICAL STANDARDS (Adopted 1964; amended Oct 2014)

The Association of Fundraising Professionals believes that ethical behavior fosters the development and growth of fundraising professionals and the fundraising profession and enhances philanthropy and volunteerism. AFP Members recognize their responsibility to ethically generate or support ethical generation of philanthropic support. Violation of the standards may subject the member to disciplinary sanctions as provided in the AFP Ethics Enforcement Procedures. AFP members, both individual and business, agree to abide (and ensure, to the best of their ability, that all members of their staff abide) by the AFP standards.

### PUBLIC TRUST, TRANSPARENCY & CONFLICTS OF INTEREST

#### Members shall:

- 1 not engage in activities that harm the members' organizations, clients or profession or knowingly bring the profession into disrepute.
- 2 not engage in activities that conflict with their fiduciary, ethical and legal obligations to their organizations, clients or profession.
- 3 effectively disclose all potential and actual conflicts of interest; such disclosure does not preclude or imply ethical impropriety.
- 4 not exploit any relationship with a donor, prospect, volunteer, client or employee for the benefit of the members or the members' organizations.
- 5 comply with all applicable local, state, provincial and federal civil and criminal laws.
- 6 recognize their individual boundaries of professional competence.
- 7 present and supply products and/or services honestly and without misrepresentation.
- 8 establish the nature and purpose of any contractual relationship at the outset and be responsive and available to parties before, during and after any sale of materials and/or services.
- 9 never knowingly infringe the intellectual property rights of other parties.
- 10 protect the confidentiality of all privileged information relating to the provider/client relationships.
- 11 never disparage competitors untruthfully.

### SOLICITATION & STEWARDSHIP OF PHILANTHROPIC FUNDS

#### Members shall:

- 12 ensure that all solicitation and communication materials are accurate and correctly reflect their organization's mission and use of solicited funds.
- 13 ensure that donors receive informed, accurate and ethical advice about the value and tax implications of contributions.

- 14 ensure that contributions are used in accordance with donors' intentions.
- 15 ensure proper stewardship of all revenue sources, including timely reports on the use and management of such funds.
- 16 obtain explicit consent by donors before altering the conditions of financial transactions.

### TREATMENT OF CONFIDENTIAL & PROPRIETARY INFORMATION

#### Members shall:

- 17 not disclose privileged or confidential information to unauthorized parties.
- 18 adhere to the principle that all donor and prospect information created by, or on behalf of, an organization or a client is the property of that organization or client.
- 19 give donors and clients the opportunity to have their names removed from lists that are sold to, rented to or exchanged with other organizations.
- 20 when stating fundraising results, use accurate and consistent accounting methods that conform to the relevant guidelines adopted by the appropriate authority.

### COMPENSATION, BONUSES & FINDER'S FEES

#### Members shall:

- 21 not accept compensation or enter into a contract that is based on a percentage of contributions; nor shall members accept finder's fees or contingent fees.
- 22 be permitted to accept performance-based compensation, such as bonuses, only if such bonuses are in accord with prevailing practices within the members' own organizations and are not based on a percentage of contributions.
- 23 neither offer nor accept payments or special considerations for the purpose of influencing the selection of products or services.
- 24 not pay finder's fees, commissions or percentage compensation based on contributions.
- 25 meet the legal requirements for the disbursement of funds if they receive funds on behalf of a donor or client.