

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.

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) 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 (04/2022)

Chapter Location	Chapter Fee	Code	Chapter Location	Chapter Fee	Code	Chapter Location	Chapter Fee	Code
At Large USA	\$0	AAU						
At Large Non-USA	\$25	AAF	IN, Indianapolis	\$80	IN1	PA, Scranton	\$30	PA5
AK, Anchorage	\$50	AK1	IN, Lake/Porter Counties	\$50	IN4	RI, Providence	\$50	RI1
AL, Birmingham	\$75	AL1	IN, Michiana	\$50	IN2	SC, Charleston	\$25	SC3
AL, Huntsville	\$75	AL4	KS, Topeka	\$25	KS2	SC, Columbia	\$25	SC1
AR, Fayetteville	\$35	AR2	KS, Wichita	\$50	KS1	SC, Spartanburg	\$25	SC2
AR, Little Rock	\$75	AR1	KY, Lexington	\$25	KY1	SD, South Dakota	\$50	SD1
AZ, Flagstaff	\$50	AZ3	KY, Louisville	\$25	KY2	TN, Chattanooga	\$75	TN3
AZ, Phoenix	\$75	AZ1	LA, Baton Rouge	\$50	LA3	TN, Knoxville	\$30	TN4
AZ, Tucson	\$55	AZ2	LA, Lake Charles	\$25	LA5	TN, Memphis	\$50	TN2
CA, Los Angeles	\$100	CA1	LA, New Orleans	\$50	LA1	TN, Nashville	\$55	TN1
CA, Monterey	\$50	CAB	LA, Shreveport	\$30	LA2	TX, Amarillo	\$25	TX9
CA, Orange	\$75	CA5	MA, Boston	\$75	MA1	TX, Austin	\$50	TX5
CA, Palm Springs	\$50	CAE	MA, Springfield	\$40	MA2	TX, Corpus Christi	\$25	TXB
CA, Riverside/San Bernardino	\$35	CA6	MD, Baltimore	\$70	MD1	TX, Dallas	\$50	TX1
CA, Sacramento	\$45	CA8	MD, Frederick	\$30	MD2	TX, Ft. Worth	\$50	TX3
CA, San Diego	\$60	CA3	MI, Detroit	\$50	MI1	TX, Houston	\$70	TX2
CA, San Fernando	\$50	CAA	MI, Flint/Midland	\$30	MI3	TX, Lubbock	\$25	TX4
CA, San Fran/Oakland	\$100	CA2	MI, Grand Rapids	\$50	MI2	TX, Midland/Odessa	\$50	TXA
CA, Silicon Valley	\$50	CA9	MI, Lansing	\$60	MI4	TX, San Antonio	\$50	TX7
CA, San Joaquin Valley	\$35	CA4	MN, Minn./St. Paul	\$85	MN1	TX, Tyler	\$50	TXD
CA, San Luis Obispo	\$45	CAF	MN, Paynesville	\$35	MN3	TX, Waco	\$25	TX6
CA, Santa Barb./Ventura	\$50	CA7	MN, Rochester	\$50	MN2	UT, Salt Lake City	\$50	UT1
CA, Sonoma-Napa	\$40	CAD	MO, Kansas City	\$70	MO1	VA, Hampton Roads	\$45	VA6
CA, Stan. Cnty/Modesto	\$30	CAC	MO, Springfield	\$25	MO3	VA, Harrisonburg	\$40	VA2
CO, Colorado Springs	\$75	CO2	MO, St. Louis	\$95	MO2	VA, Lynchburg	\$25	VA4
CO, Denver	\$80	CO1	MT, Billings	\$25	MT1	VA, Richmond	\$35	VA3
CT, Fairfield	\$50	CT2	NC, Asheville	\$45	NC3	VA, Roanoke	\$30	VA1
CT, Hartford	\$50	CT1	NC, Cape Fear	\$30	NC7	VA, Winchester	\$30	VA5
DC, Washington	\$120	DC1	NC, Charlotte	\$25	NC1	WA, Seattle	\$75	WA1
DE, Wilmington	\$60	DE1	NC, Raleigh/Durham	\$50	NC2	WA, South Sound	\$50	WA2
FL, Ft. Laud/Broward	\$40	FL8	NC, Winston-Salem	\$40	NC4	WI, Green Bay/Sheboygan	\$30	WI4
FL, Indian River	\$40	FLD	ND, Fargo/Grand Forks	\$35	ND1	WI, La Crosse	\$30	WI2
FL, Jacksonville	\$50	FL5	NE, Omaha	\$50	NE1	WI, Madison	\$45	WI3
FL, Martin/St. Lucie Cnties	\$40	FLB	NH, Maine/Vermont/NH	\$35	NH1	WI, Milwaukee	\$60	WI1
FL, Miami	\$50	FL1	NJ, Atlantic City	\$55	NJ2			
FL, Naples/Ft. Myers	\$30	FLA	NJ, Newark/Trenton	\$75	NJ1	Canada Chapters		
FL, Orlando	\$40	FL3	NM, Albuquerque	\$50	NM1	AB, Calgary	\$80	CN6
FL, Palm Beach	\$50	FL4	NV, Las Vegas	\$50	NV2	AB, Edmonton	\$80	CN5
FL, Pensacola	\$40	FL9	NV, Reno	\$30	NV1	AB, Lethbridge	\$50	CNG
FL, Polk County	\$50	FLG	NY, Albany/Schenectady	\$35	NY4	BC, Okanagan	\$50	CNH
FL, Port Charlotte	\$30	FLH	NY, Buffalo	\$75	NY2	BC, Vancouver	\$75	CN3
FL, Sarasota	\$50	FL7	NY, Ithaca	\$40	NY7	BC, Vancouver Island	\$50	CN2
FL, Space Coast	\$40	FLE	NY, Long Island	\$75	NY6	MB, Winnipeg	\$60	CN7
FL, Tallahassee	\$25	FL6	NY, Mid-Hudson Valley	\$50	NY8	NB, New Brunswick	\$75	CNK
FL, Tampa/St. Pete	\$60	FL2	NY, New York City	\$115	NY1	NF, St. John's	\$40	CNC
FL, Volusia/Flagler	\$25	FLI	NY, Rochester	\$70	NY3	NS, Cape Breton	\$75	CNJ
GA, Atlanta	\$75	GA1	NY, Syracuse	\$50	NY5	NS, Halifax	\$80	CND
GA, Augusta	\$25	GA2	NY, Westchester Cnty.	\$45	NY9	ON, Barrie	\$100	CNL
GA, Savannah	\$25	GA3	OH, Canton/Akron	\$35	OH4	ON, Hamilton	\$75	CNF
HI, Honolulu	\$50	HI1	OH, Cincinnati	\$50	OH3	ON, Kingston	\$50	CNE
IA, Cedar Falls	\$50	IA5	OH, Cleveland	\$55	OH1	ON, London & Region	\$65	CNM
IA, Cedar Rapids	\$50	IA2	OH, Columbus	\$55	OH2	ON, Ottawa	\$85	CN4
IA, Des Moines	\$60	IA1	OH, Dayton	\$35	OH7	ON, Toronto	\$80	CN1
IA, Dubuque	\$50	IA4	OH, Springfield	\$25	OH9	ON, Windsor	\$50	CNB
ID, Boise	\$25	ID1	OH, Toledo	\$40	OH6	QC, Montreal	\$50	CN8
IL, Champaign	\$50	IL6	OH, Youngstown	\$25	OH5	SK, Regina	\$50	CNA
IL, Chicago	\$120	IL1	OK, Oklahoma City	\$50	OK1	SK, Saskatoon	\$80	CN9
IL, Peoria	\$40	IL2	OK, Tulsa	\$50	OK2			
IL, Rockford	\$35	IL3	OR, Portland	\$50	OR1	Mexico Chapters		
IL, Rock Island/Davenport, IA	\$50	IL5	PA, Allentown	\$45	PA4	MX, Baja California	\$25	MX9
IN, Fort Wayne	\$50	IN3	PA, Berks	\$40	PA8	MX, Guadalajara	\$25	MX4
			PA, Harrisburg	\$50	PA2	MX, Mexico City	\$25	MX1
			PA, Meadville/Erie	\$25	PA6	MX, Monterrey	\$25	MX2
			PA, Philadelphia	\$100	PA1			
			PA, Pittsburgh	\$50	PA3	International Chapters		
						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.