



How to Register a Query about a Possible Violation of the Code of Conduct

1. Send an email to conduct@afpglobal.org; include identification of the AFP member involved and a thorough explanation of your concern.
2. AFP staff will review and share your concern with the Member Code of Conduct Committee. A response will be sent within 1 business day of receiving your query.
3. If the Member Code of Conduct Committee decides that your query should be considered for a formal complaint against an AFP member or volunteer, please send a signed complaint form and a copy of any backup information corroborating your concern in a sealed envelope marked CONFIDENTIAL to:

Member Code of Conduct Office
c/o President & CEO
Association of Fundraising Professionals
4200 Wilson Blvd., Suite 480
Arlington, VA 22203-4168
Email: conduct@afpglobal.org



How to File a Formal Complaint Alleging Violation of the Code of Conduct

1. Fill out the complaint form completely and sign it. Be sure that the description of alleged mistreatment is clear and complete. **The complaint must be filed within three years of the alleged behavior misconduct.**
2. Send the signed form and a copy of any backup information corroborating your allegation in a *sealed* envelope marked CONFIDENTIAL to:

Member Code of Conduct Office
c/o President & CEO
Association of Fundraising Professionals
4200 Wilson Blvd., Suite 480
Arlington, VA 22203-4168
ATTN: Mike Geiger, MBA, CPA



AFP COMPLAINT FORM - CONFIDENTIAL

ALLEGATION OF MEMBER MISCONDUCT *

ALLEGED OFFENDER (RESPONDENT):

Name: _____

Address (if known): _____

AFP Chapter (if known): _____

ALLEGED OFFENSE

Please specify the alleged violation of the *AFP Code of Conduct* and identify the specific *behavior* that is alleged to have been violated:

Date of alleged offense: _____

* AFP members may file an allegation of behavior misconduct against another AFP member or volunteer. To be considered, this form must be completed in full and signed by the person lodging the complaint. Complaints must be filed within three years of the alleged behavior misconduct. While the time limit for filing a complaint is within the three years, AFP recommends immediately notifying the Member Code of Conduct Committee of your allegation to ensure your complaint is handled in a timely manner. This form and the information contained herein will be considered strictly confidential by AFP, but the specific behavior, location and time of the offense, and/or name of the person lodging the complaint may be disclosed to the alleged offender as part of the conduct enforcement process.

COMPLAINANT:

Name: _____

Address: _____

Phone: _____

Fax: _____

Are you an AFP member? Yes _____ No _____

If yes, what is your member ID number? _____

Chapter affiliation? _____

PLEASE SIGN AND DATE THIS DOCUMENT

I affirm that, to the best of my knowledge, the information above is true,
accurate and complete.

Signature of Complainant

Date

VERY IMPORTANT: Mark your envelope CONFIDENTIAL and return this form to:

Member Code of Conduct Office
c/o President & CEO
Association of Fundraising Professionals
4200 Wilson Blvd., Suite 480
Arlington, VA 22203-4168
Email: conduct@afpglobal.org
Phone: 703/519-8458