



Chapter Accord Process Overview

November 2023

Association of Fundraising Professionals

- Purpose of Accord
- Deadlines
- Chapter Accord Overview
 - Phase 1: 2024 Chapter Leaders/Document Review
 - Phase 2: Chapter 2023 Activity Survey
 - Phase 3: Document Submission
- Reminders/Assistance

- Board Policy
- Maintains Liability and D&O Insurance
 - If you're not in Accord, you're not covered!
- Communicate with AFP Global
- Benchmarking
- U.S. Chapters Maintain 501(c)(3) Status

- **ACCORD DEADLINES**
 - ✓ **December 15, 2023** – Leadership Submission/Document Review
 - ✓ **January 16, 2024** – Accord Phases 2&3
- **OTHER DEADLINES – different from accord**
 - ✓ **January 31, 2024** – Ten Star (Gold) and IDEA Champion Applications

The Chapter Accord Process

FREE EBOOK
How to Write a Fundraising Plan in 2 Steps [Get Your Copy](#)



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Rationale for Accord

In addition to reviewing the activities of all chapters and enabling AFP to assess the services we currently provide, the Accord process is vital to maintaining AFP's ability to offer all U.S. chapters 501(c)(3) status and provide Directors' and Officers' liability insurance and General liability insurance to all chapters. AFP Board of Directors will review all chapters not in Accord at the March, July and October board meetings. Chapters not In Accord by March will lose voting privileges; by July, the chapter's dues revenue will be suspended until the chapter is In Accord; by October, the Board may vote to revoke a chapter's charter.

Chapter leadership must be submitted by **Dec. 15, 2023**. All other Accord items must be completed by **Jan. 16, 2024**. These deadlines must be met to qualify for the Ten Star/Ten Star Gold Awards presented at ICON 2024 in Toronto, Canada.

[AFP Policy for Annual Chapter Accord Compliance - View](#)

While Accord is the president's responsibility, involving other members of the board gives everyone an opportunity to familiarize themselves with Accord. We thank you and your chapter board for your continued service to AFP and to the profession. If you have any questions or require any assistance, please contact chapter.accord@afpglobal.org.

FREE TOOLKIT
Plan now for end-of-year fundraising success.



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Chapter Accord Phase 1: 2024 Leaders & Document Review



2024 Chapter Accord Phase 1

1/1 100%

1. For the person completing this phase of Chapter Accord, Please provide your Name and contact information below.

Name	<input type="text"/>
Email Address	<input type="text"/>
Phone Number	<input type="text"/>

2. Chapter Name

* 3. Upload your 2024 Chapter Leadership Roster [English](#) | [French](#) | [Spanish](#)

Use the template linked above to submit your 2024 Chapter Leadership Roster

No file chosen

Chapter Accord Phase 1: 2024 Leaders & Document Review



Chapter Positions marked with an asterisk are required.*

Chapter Name	Chapter Position	Member Name	Member Email	Term Start Date	Term End Date
	President*				
	President-elect*				
	Check Recipient*				
	Chapter Contact*				
	Membership Chair*				
	Secretary*				
	Treasurer*				
	Chapter Admin Portal Administrator*				
	Chapter Administrator*				
	Immediate Past President				
	Awards Chair				
	NPD Chair				
	I.D.E.A Chair				
	Education Program Chair				
	Communications Chair				
	Government Relations Chair				
	Foundation Development Chair				
	Scholarship Chair				
	Ethics Education Chair				
	Mentorship Chair				
	Young Professionals Chair				
	Webmaster				

Chapter Accord Phase 1 – Document Review

* 4. Please Review the documents linked below and check the box to acknowledge you have reviewed each document.

- Branding Statement - [English](#) | [French](#) | [Spanish](#)
- Chapter Affiliation Agreement Review - [English](#) | [French](#) | [Spanish](#)
- Conformance Bylaws - [English](#) | [French](#) | [Spanish](#)
- Warranty Statement - [English](#) | [French](#) | [Spanish](#)

Submit

2024 ACCORD Phase 2 - Report of 2023 Chapter Activities

Chapter Information

* 1. Chapter Name

* 2. Chapter President Name

* 3. Chapter President Email



2024 Chapter Accord - Phase 3 Document Submissions

Please upload the required documents in the appropriate sections below to complete Phase 3 of the 2024 Chapter Accord. Ensure that your submissions are accurate and complete. If you have any questions, please don't hesitate to reach out to our team.

1. Contact Information for the individual completing this Phase of the 2024 Chapter Accord

Name	<input type="text"/>
Chapter Role	<input type="text"/>
Email Address	<input type="text"/>
Phone Number	<input type="text"/>

2. Chapter Name

3. Please upload your **2023 Chapter Program Schedule**, detailing the dates, titles, and speaker information for all virtual or in-person programs/events your chapter has held.

- **Complete Each Phase in one sitting** – you will not be able to save and return to one phase/survey
- **Confirmations** – When you complete each phase a confirmation will appear on the screen. AFP Global staff will also send a confirmation to you by email.
- **Chapter Leaders MUST** be current AFP members
- **Activity Report** – You will receive a word doc of this if you wish to make notes before you complete it in survey monkey.
- Questions? – send to chapter.accord@afpglobal.org
- Zoom Office Hours – 11/17, 12/15 and 1/12

Questions & Answers

