

Membership Renewal Schedule

AFP renews all members on an individual anniversary basis. We encourage chapters to remind their local membership to renew as quickly as possible.

The AFP International Headquarters is responsible for invoicing the entire membership. Invoices are generated, processed, printed and mailed five times. Invoicing begins three months prior to the individual's expiration date, then one month prior, one month after expiration, three months after and the Late Notice (Final) mails five months after expiration.

All renewal notices are sent to the mail house by the 15th of the month.

2017 RENEWAL NOTICE SCHEDULE

Month Mailed to Member	1st Notice (exp. date)	Follow-up 2nd Notice (exp. date)	Follow-up 3rd Notice (exp. date)	Follow-up 4th Notice (exp. date)	Final 5th Notice (exp. date)
JAN 2017	4/17	2/17	12/16	10/16	8/16
FEB 2017	5/17	3/17	1/17	11/16	9/16
MAR 2017	6/17	4/17	2/17	12/16	10/16
APR 2017	7/17	5/17	3/17	1/17	11/16
MAY 2017	8/17	6/17	4/17	2/17	12/16
JUNE 2011	9/17	7/17	5/17	3/17	1/17
JULY 2017	10/17	8/17	6/17	4/17	2/17
AUG 2017	11/17	9/17	7/17	5/17	3/17
SEPT 2017	12/17	10/17	8/17	6/17	4/17
OCT 2017	1/18	11/17	9/17	7/17	5/17
NOV 2017	2/18	12/17	10/17	8/17	6/17
DEC 2017	3/18	1/18	11/17	9/17	7/17

Membership Processing

Renewal and New Member Receipt

Renewals:

The AFP International Headquarters (IHQ) receives membership renewals in three (3) ways:

1. Renewals are sent to AFP's bank and forwarded to the AFP IHQ in lock box batches.
2. The AFP IHQ receives renewals that are mailed or faxed directly to the International Headquarters.
3. Members renew via the AFP website.

New Members:

The AFP IHQ receives new member applications in three (3) ways:

1. Applications and payments are received through lock box batches.
2. New member applications are mailed and faxed from prospective members directly to AFP IHQ.
3. Prospective members join via the AFP website.

Processing

Membership renewals and new member applications are processed in three detailed stages through the Membership Department:

1. Review/Research
2. Data Entry
3. Posting to the system (daily)

Data entry and final posting for the month must be completed before the Membership Department can produce monthly statistics, rosters and chapter reports.