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

1. Write an email or letter explaining the concern; include identification of the AFP member involved.

2. Send signed query and a copy of any backup information corroborating your concern in a sealed envelope marked CONFIDENTIAL to:

   Ethics Office  
   c/o President & CEO  
   Association of Fundraising Professionals  
   4300 Wilson Blvd., Suite 300  
   Arlington, VA 22203-4168  
   Email: rknight@afpnet.org

How to File a Formal Complaint Alleging Violation of the Code

1. Fill out the complaint form completely and sign it. Be sure that the description of alleged unethical conduct is clear and complete. **The complaint must be filed within three years of the alleged ethical misconduct.**

2. Send the signed form and a copy of any backup information corroborating your allegation in a sealed envelope marked CONFIDENTIAL to:

   Ethics Office  
   c/o President and CEO  
   Association of Fundraising Professionals  
   4300 Wilson Blvd., Suite 300  
   Arlington, VA 22203-4168
ALLEGED OFFENDER (RESPONDENT):

Name: _________________________________________________

Address: _____________________________________________

_____________________________________________________________________________

_____________________________________________________________________________

_____________________________________________________________________________

_____________________________________________________________________________

_____________________________________________________________________________

_____________________________________________________________________________

AFP Chapter (if known): _________________________________

ALLEGED OFFENSE

Please specify the alleged violation of the AFP Code of Ethical Principles and identify the specific Standard that is alleged to have been violated:

_____________________________________________________________________________

_____________________________________________________________________________

_____________________________________________________________________________

_____________________________________________________________________________

_____________________________________________________________________________

_____________________________________________________________________________

_____________________________________________________________________________

Date of alleged offense: ________________________________________________

* Any individual may file an allegation of ethical misconduct against an AFP member. To be considered, this form must be completed in full and signed by the person lodging the complaint. Complaints must be filled within three years of the alleged ethical misconduct. This form and the information contained herein will be considered strictly confidential by AFP, but may be disclosed to the alleged offender as part of the ethics 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:

Ethics Office
c/o President and CEO
Association of Fundraising Professionals
4300 Wilson Blvd., Suite 300
Arlington, VA 22203-4168
Phone: 703/519-8444