

# 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 the AFP Canada office at (416) 941-9144.

For more information about AFP, visit [www.afpnet.org](http://www.afpnet.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, 260 King Street East, Suite 412, Toronto, ON M5A 4L5
4. Application may be faxed to (703) 684-1950

### 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.afpnet.org](http://www.afpnet.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 \_\_\_\_\_ PROVINCE \_\_\_\_\_

POSTAL 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.

YOUR SIGNATURE REQUIRED \_\_\_\_\_

DATE \_\_\_\_\_

You will receive services upon payment. Please allow 4–6 weeks for initial receipt of publications.

# Chapter Dues (11/06/2017)

Chapter Location	Chapter Fee	Code
At Large USA	\$0	AAU
At Large Non-USA	\$25	AAF
AK, Anchorage	\$50	AK1
AL, Birmingham	\$75	AL1
AL, Huntsville	\$75	AL4
AL, Mobile	\$50	AL3
AL, Montgomery	\$35	AL2
AR, Fayetteville	\$35	AR2
AR, Little Rock	\$45	AR1
AZ, Flagstaff	\$50	AZ3
AZ, Phoenix	\$75	AZ1
AZ, Tucson	\$55	AZ2
CA, Los Angeles	\$100	CA1
CA, Monterey	\$50	CAB
CA, Orange	\$75	CA5
CA, Palm Springs	\$50	CAE
CA, Riverside/San Bernardino	\$35	CA6
CA, Sacramento	\$45	CA8
CA, San Diego	\$60	CA3
CA, San Fernando	\$50	CAA
CA, San Fran/Oakland	\$100	CA2
CA, Silicon Valley	\$50	CA9
CA, San Joaquin Valley	\$35	CA4
CA, San Luis Obispo	\$45	CAF
CA, Santa Barb./Ventura	\$50	CA7
CA, Sonoma-Napa	\$40	CAD
CA, Stan. Cnty/Modesto	\$30	CAC
CO, Colorado Springs	\$75	CO2
CO, Denver	\$80	CO1
CT, Fairfield	\$50	CT2
CT, Hartford	\$50	CT1
DC, Washington	\$120	DC1
DE, Wilmington	\$60	DE1
FL, Ft. Laud/Broward	\$40	FL8
FL, Indian River	\$40	FLD
FL, Jacksonville	\$50	FL5
FL, Martin/St. Lucie Cnties	\$40	FLB
FL, Miami	\$50	FL1
FL, Naples	\$30	FLA
FL, New Port Richey	\$60	FLF
FL, North Central Chapter	\$40	FLC
FL, Orlando	\$40	FL3
FL, Palm Beach	\$50	FL4
FL, Pensacola	\$40	FL9
FL, Polk County	\$50	FLG
FL, Port Charlotte	\$30	FLH
FL, Sarasota	\$50	FL7
FL, Space Coast	\$40	FLE
FL, Tallahassee	\$25	FL6
FL, Tampa/St. Pete	\$60	FL2
FL, Volusia/Flagler	\$25	FLI
GA, Atlanta	\$75	GA1
GA, Augusta	\$25	GA2
GA, Savannah	\$25	GA3
HI, Honolulu	\$50	HI1
IA, Cedar Falls	\$50	IA5
IA, Cedar Rapids	\$50	IA2
IA, Des Moines	\$60	IA1
IA, Dubuque	\$50	IA4
IA, Sioux City	\$30	IA3
ID, Boise	\$25	ID1
IL, Champaign	\$50	IL6
IL, Chicago	\$120	IL1
IL, Peoria	\$40	IL2
IL, Rockford	\$35	IL3
IL, Rock Island/Davenport, IA	\$50	IL5
IN, Fort Wayne	\$50	IN3

Chapter Location	Chapter Fee	Code
IN, Indianapolis	\$80	IN1
IN, Lake/Porter Counties	\$50	IN4
IN, Michiana	\$50	IN2
KS, Topeka	\$25	KS2
KS, Wichita	\$45	KS1
KY, Lexington	\$25	KY1
KY, Louisville	\$25	KY2
LA, Baton Rouge	\$50	LA3
LA, Lake Charles	\$25	LA5
LA, New Orleans	\$50	LA1
LA, Shreveport	\$30	LA2
MA, Boston	\$75	MA1
MA, Springfield	\$40	MA2
MD, Baltimore	\$70	MD1
MD, Frederick	\$30	MD2
MI, Detroit	\$50	MI1
MI, Flint/Midland	\$30	MI3
MI, Grand Rapids	\$50	MI2
MI, Lansing	\$60	MI4
MN, Minn./St. Paul	\$85	MN1
MN, Paynesville	\$35	MN3
MN, Rochester	\$50	MN2
MO, Columbia	\$25	MO4
MO, Kansas City	\$50	MO1
MO, Springfield	\$25	MO3
MO, St. Louis	\$75	MO2
MS, Jackson	\$50	MS1
MT, Billings	\$25	MT1
NC, Asheville	\$45	NC3
NC, Cape Fear	\$30	NC7
NC, Charlotte	\$25	NC1
NC, Raleigh/Durham	\$50	NC2
NC, Winston-Salem	\$40	NC4
ND, Fargo/Grand Forks	\$35	ND1
NE, Omaha	\$50	NE1
NH, Maine/Vermont/NH	\$35	NH1
NJ, Atlantic City	\$55	NJ2
NJ, Newark/Trenton	\$75	NJ1
NM, Albuquerque	\$50	NM1
NV, Las Vegas	\$50	NV2
NV, Reno	\$25	NV1
NY, Albany/Schenectady	\$35	NY4
NY, Buffalo	\$75	NY2
NY, Ithaca	\$40	NY7
NY, Long Island	\$75	NY6
NY, Mid-Hudson Valley	\$50	NY8
NY, New York City	\$115	NY1
NY, Rochester	\$70	NY3
NY, Syracuse	\$50	NY5
NY, Westchester Cnty.	\$45	NY9
OH, Canton/Akron	\$35	OH4
OH, Cincinnati	\$50	OH3
OH, Cleveland	\$55	OH1
OH, Columbus	\$55	OH2
OH, Dayton	\$35	OH7
OH, Springfield	\$25	OH9
OH, Toledo	\$40	OH6
OH, Youngstown	\$25	OH5
OK, Oklahoma City	\$50	OK1
OK, Tulsa	\$50	OK2
OR, Portland	\$50	OR1
PA, Allentown	\$45	PA4
PA, Altoona	\$25	PA7
PA, Berks	\$40	PA8
PA, Harrisburg	\$50	PA2
PA, Meadville/Erie	\$25	PA6
PA, Philadelphia	\$100	PA1
PA, Pittsburgh	\$50	PA3
PA, Pocono Mountains	\$25	PA9

Chapter Location	Chapter Fee	Code
PA, Scranton	\$30	PA5
PR, San Juan	\$30	PR1
RI, Providence	\$50	RI1
SC, Charleston	\$25	SC3
SC, Columbia	\$25	SC1
SC, Spartanburg	\$25	SC2
SD, South Dakota	\$50	SD1
TN, Chattanooga	\$75	TN3
TN, Knoxville	\$30	TN4
TN, Memphis	\$50	TN2
TN, Nashville	\$55	TN1
TX, Amarillo	\$25	TX9
TX, Austin	\$50	TX5
TX, Corpus Christi	\$25	TXB
TX, Dallas	\$50	TX1
TX, Ft. Worth	\$50	TX3
TX, Houston	\$70	TX2
TX, Lubbock	\$25	TX4
TX, Midland/Odessa	\$50	TXA
TX, San Antonio	\$50	TX7
TX, Tyler	\$50	TXD
TX, Waco	\$25	TX6
UT, Salt Lake City	\$50	UT1
VA, Hampton Roads	\$45	VA6
VA, Harrisonburg	\$40	VA2
VA, Lynchburg	\$25	VA4
VA, Richmond	\$35	VA3
VA, Roanoke	\$30	VA1
VA, Winchester	\$30	VA5
WA, Seattle	\$50	WA1
WA, South Sound	\$50	WA2
WI, Green Bay/Sheboygan	\$30	WI4
WI, La Crosse	\$30	WI2
WI, Madison	\$45	WI3
WI, Milwaukee	\$60	WI1

## Canada Chapters

AB, Calgary	\$80	CN6
AB, Edmonton	\$80	CN5
AB, Lethbridge	\$50	CN8
BC, Okanagan	\$50	CN9
BC, Vancouver	\$75	CN3
BC, Vancouver Island	\$50	CN2
MB, Winnipeg	\$60	CN7
NB, New Brunswick	\$75	CNK
NF, St. John's	\$40	CNC
NS, Cape Breton	\$75	CNJ
NS, Halifax	\$80	CND
ON, Barrie	\$70	CNL
ON, Hamilton	\$75	CNF
ON, Kingston	\$50	CNE
ON, Ottawa	\$85	CN4
ON, Toronto	\$80+HST	CN1
ON, Windsor	\$50	CNB
QC, Montreal	\$50	CN8
SK, Regina	\$50	CNA
SK, Saskatoon	\$80	CN9

## Mexico Chapters

MX, Baja California	\$25	MX9
MX, Capitulo Yucatan	\$25	MX8
MX, Chihuahua	\$25	MX5
MX, Guadalajara	\$25	MX4
MX, Mexico City	\$25	MX1
MX, Monterrey	\$25	MX2

## 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.