

# Individual Membership Application



Please use this application if you wish to join AFP as an Individual. This membership will stay with you if you should leave your organization. If you would like an Organizational Membership, where the membership stays with the organization, please refer to the Organizational 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 INDIVIDUAL MEMBERSHIP APPLICATION

1. Self-determine your category of membership (see box below).
2. 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

### CATEGORIES OF INDIVIDUAL MEMBERSHIP

(Self-determine your correct category)

- PROFESSIONAL:** Open to persons who hold some degree of responsibility directly for fundraising, work within the U.S. and Canada and are compensated for their services (members outside these two countries may join in this category as a volunteer fundraiser), subscribe to the *AFP Code of Ethical Principles and Standards* ("Code") and its bylaws, promote the *Donor Bill of Rights*, and are employed, or have been employed, by an organization that provides benefits to society.
- YOUNG PROFESSIONAL:** Open to persons who hold some degree of responsibility directly for fundraising, work within the U.S. and Canada and are compensated for their services, and are 30 years old or younger, must subscribe to the *AFP Code of Ethical Principles and Standards* and its bylaws and promote the *Donor Bill of Rights* and be employed, or have been employed, by an organization that provides benefits to society.
- ASSOCIATE:** Open to persons who are engaged in fields related to fundraising, volunteers, or those who have mutual interests with fundraising professionals, subscribe to the *AFP Code of Ethical Principles and Standards* and its bylaws and promote the *Donor Bill of Rights*.

Please enter your name and address information or staple your business card.

NAME \_\_\_\_\_

TITLE \_\_\_\_\_

ORGANIZATION \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ PROVINCE \_\_\_\_\_

POSTAL CODE \_\_\_\_\_ COUNTRY \_\_\_\_\_

PHONE \_\_\_\_\_

CELL \_\_\_\_\_

FAX \_\_\_\_\_

EMAIL \_\_\_\_\_

## DUES AND FEES

Individual Membership with AFP is not transferable. In the event of change of employment or address, written or email notification to the AFP International Headquarters is required. All dues are payable on an anniversary year basis. The Professional and Associate membership fee includes two fees: the association fee and a local chapter fee. To determine your total membership dues, please complete the blanks below. The Young Professional Membership is a flat fee.

1. Please choose your category of membership:
  - Professional Membership: \$250 (association fee) plus Chapter Dues
  - Associate Membership: \$250 (association fee) plus Chapter Dues
  - Young Professional Membership (must be 30 or under): \$75 (\$50 association/\$25 chapter fee).  
Please provide birthdate: \_\_\_\_\_ (required)
2. Determine which chapter you will join (see back of form). Enter that chapter fee here:  
\$ \_\_\_\_\_ Chapter code: \_\_\_\_\_
3. TOTAL FEE: \$ \_\_\_\_\_
4. Payment method:  Check  Visa  MasterCard  AmEx  Discover

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 \_\_\_\_\_
- 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

(As of May 1, 2012)

Chapter Location	Chapter Fee	Code	Chapter Location	Chapter Fee	Code	Chapter Location	Chapter Fee	Code
<b>U.S. Chapters</b>			IN, Indianapolis	\$80	IN1	PA, Scranton	\$30	PA5
At Large USA	\$0	AAU	IN, Lake/Porter Cnties	\$50	IN4	PR, San Juan	\$30	PR1
At Large Non-USA	\$25	AAF	IN, South Bend	\$50	IN2	RI, Providence	\$50	RI1
AK, Anchorage	\$50	AK1	KS, Topeka	\$25	KS2	SC, Charleston	\$25	SC3
AL, Birmingham	\$125	AL1	KS, Wichita	\$30	KS1	SC, Columbia	\$25	SC1
AL, Huntsville	\$75	AL4	KY, Lexington	\$25	KY1	SC, Spartanburg	\$25	SC2
AL, Mobile	\$50	AL3	KY, Louisville	\$25	KY2	SD, Sioux Falls/Pierre	\$50	SD1
AL, Montgomery	\$35	AL2	LA, Baton Rouge	\$25	LA3	TN, Bristol/Kingsport	\$25	TN5
AR, Fayetteville	\$25	AR2	LA, Covington	\$25	LA4	TN, Chattanooga	\$75	TN3
AR, Little Rock	\$45	AR1	LA, Lake Charles	\$25	LA5	TN, Knoxville	\$30	TN4
AZ, Flagstaff	\$50	AZ3	LA, New Orleans	\$50	LA1	TN, Memphis	\$50	TN2
AZ, Phoenix	\$75	AZ1	LA, Shreveport	\$30	LA2	TN, Nashville	\$55	TN1
AZ, Tucson	\$55	AZ2	MA, Boston	\$60	MA1	TX, Amarillo	\$25	TX9
CA, Los Angeles	\$100	CA1	MA, Springfield	\$40	MA2	TX, Austin	\$50	TX5
CA, Monterey	\$50	CAB	MA, Worcester	\$40	MA3	TX, Corpus Christi	\$25	TXB
CA, Orange	\$75	CA5	MD, Baltimore	\$70	MD1	TX, Dallas	\$50	TX1
CA, Palm Springs	\$40	CAE	MD, Frederick	\$30	MD2	TX, El Paso	\$50	TXC
CA, Riverside/San Bernardino	\$35	CA6	MI, Detroit	\$50	MI1	TX, Ft. Worth	\$50	TX3
CA, Sacramento	\$45	CA8	MI, Flint/Midland	\$30	MI3	TX, Houston	\$70	TX2
CA, San Diego	\$60	CA3	MI, Grand Rapids	\$50	MI2	TX, Lubbock	\$25	TX4
CA, San Fernando	\$50	CAA	MI, Lansing	\$60	MI4	TX, Midland	\$50	TXA
CA, San Fran/Oakland	\$80	CA2	MN, Minn./St. Paul	\$85	MN1	TX, San Antonio	\$50	TX7
CA, San Jose	\$50	CA9	MN, Paynesville	\$35	MN3	TX, Tyler	\$50	TXD
CA, San Joaquin Valley	\$35	CA4	MN, Rochester	\$50	MN2	TX, Waco	\$25	TX6
CA, Santa Barb./Ventura	\$50	CA7	MO, Columbia	\$25	MO4	VA, Hampton Roads	\$45	VA6
CA, Sonoma-Napa	\$40	CAD	MO, Kansas City	\$50	MO1	VA, Harrisonburg	\$30	VA2
CA, Stan. Cnty/Modesto	\$30	CAC	MO, Springfield	\$25	MO3	VA, Lynchburg	\$25	VA4
CO, Denver	\$80	CO1	MO, St. Louis	\$75	MO2	VA, Richmond	\$35	VA3
CO, Colorado Springs	\$75	CO2	MS, Jackson	\$50	MS1	VA, Roanoke	\$30	VA1
CO, Snowmass Village	\$25	CO4	MT, Billings	\$25	MT1	VA, Winchester	\$30	VA5
CT, Fairfield	\$30	CT2	NC, Asheville	\$25	NC3	WA, Seattle	\$50	WA1
CT, Hartford	\$50	CT1	NC, Boone	\$25	NC6	WA, South Sound	\$50	WA2
DC, Washington	\$120	DC1	NC, Cape Fear	\$30	NC7	WI, Green Bay/Sheboygan	\$30	WI4
DE, Wilmington	\$60	DE1	NC, Charlotte	\$25	NC1	WI, La Crosse	\$30	WI2
FL, Arredondo	\$40	FLC	NC, Raleigh/Durham	\$50	NC2	WI, Madison	\$35	WI3
FL, Ft. Laud/Broward	\$40	FL8	NC, Winston-Salem	\$40	NC4	WI, Milwaukee	\$50	WI1
FL, Indian River	\$40	FLD	ND, Fargo/Grand Forks	\$35	ND1			
FL, Jacksonville	\$50	FL5	NE, Omaha	\$50	NE1	<b>Canada Chapters</b>		
FL, Martin/St. Lucie Cnties	\$40	FLB	NH, Maine/Vermont/NH	\$35	NH1	AB, Calgary	\$80	CN6
FL, Miami	\$50	FL1	NJ, Atlantic City	\$55	NJ2	AB, Edmonton	\$60	CN5
FL, Naples	\$30	FLA	NJ, Newark/Trenton	\$75	NJ1	AB, Lethbridge	\$50	CNG
FL, New Port Richey	\$60	FLF	NM, Albuquerque	\$50	NM1	BC, Vancouver	\$75	CN3
FL, Orlando	\$40	FL3	NV, Las Vegas	\$50	NV2	BC, Vancouver Island	\$40	CN2
FL, Palm Beach	\$50	FL4	NV, Reno	\$25	NV1	MB, Winnipeg	\$60	CN7
FL, Pensacola	\$40	FL9	NY, Albany/Schenectady	\$35	NY4	NF, St. John's	\$40	CNC
FL, Polk County	\$50	FLG	NY, Buffalo	\$75	NY2	NS, Halifax	\$80	CND
FL, Port Charlotte	\$30	FLH	NY, Ithaca	\$40	NY7	ON, Hamilton	\$50	CNF
FL, Sarasota	\$50	FL7	NY, Long Island	\$75	NY6	ON, Kingston	\$50	CNE
FL, Space Coast	\$40	FLE	NY, Mid-Hudson Valley	\$50	NY8	ON, Ottawa	\$85	CN4
FL, Tallahassee	\$25	FL6	NY, New York City	\$115	NY1	ON, Toronto	\$80 + HST	CN1
FL, Tampa/St. Pete	\$60	FL2	NY, Rochester	\$70	NY3	ON, Windsor	\$50	CNB
FL, Volusia/Flagler	\$25	FLI	NY, Syracuse	\$50	NY5	PQ, Montreal	\$50	CN8
GA, Atlanta	\$75	GA1	NY, Westchester Cnty.	\$45	NY9	SK, Regina	\$50	CNA
GA, Augusta	\$25	GA2	OH, Canton/Akron	\$35	OH4	SK, Saskatoon	\$80	CN9
GA, Macon	\$25	GA4	OH, Cincinnati	\$50	OH3			
GA, Savannah	\$25	GA3	OH, Cleveland	\$55	OH1	<b>Mexico Chapters</b>		
HI, Honolulu	\$35	HI1	OH, Columbus	\$55	OH2	MX, Chihuahua	\$25	MX5
IA, Cedar Falls	\$50	IA5	OH, Dayton	\$35	OH7	MX, Culiacan	\$25	MX6
IA, Cedar Rapids	\$50	IA2	OH, Toledo	\$40	OH6	MX, Guadalajara	\$25	MX4
IA, Des Moines	\$60	IA1	OH, Youngstown	\$25	OH5	MX, Mexico City	\$25	MX1
IA, Dubuque	\$50	IA4	OK, Oklahoma City	\$50	OK1	MX, Monterrey	\$20	MX2
IA, Sioux City	\$30	IA3	OK, Tulsa	\$50	OK2	MX, Tijuana	\$30	MX3
ID, Boise	\$25	ID1	OR, Portland	\$50	OR1			
IL, Champaign	\$25	IL6	PA, Allentown	\$45	PA4	<b>International Chapters</b>		
IL, Chicago	\$120	IL1	PA, Altoona	\$25	PA7	Egypt	\$50	EG1
IL, Peoria	\$40	IL2	PA, Berkes	\$35	PA8	Hong Kong	\$25	HK1
IL, Rockford	\$35	IL3	PA, Harrisburg	\$50	PA2	Jakarta	\$25	JK1
IL, Rock Island/ Davenport, IA	\$50	IL5	PA, Meadville/Erie	\$25	PA6	Singapore	\$25	SN1
IL, Springfield	\$50	IL4	PA, Philadelphia	\$75	PA1			
IN, Fort Wayne	\$50	IN3	PA, Pittsburgh	\$50	PA3			
			PA, Pocono Mountains	\$25	PA9			

# AFP Code of Ethical Principles and Standards



## ETHICAL PRINCIPLES • Adopted 1964; amended September 2007

The Association of Fundraising Professionals (AFP) exists to foster the development and growth of fundraising professionals and the profession, to promote high ethical behavior in the fundraising profession and to preserve and enhance philanthropy and volunteerism. Members of AFP are motivated by an inner drive to improve the quality of life through the causes they serve. They serve the ideal of philanthropy, are committed to the preservation and enhancement of volunteerism; and hold stewardship of these concepts as the overriding direction of their professional life. They recognize their responsibility to ensure that needed resources are vigorously and ethically sought and that the intent of the donor is honestly fulfilled. To these ends, AFP members, both individual and business, embrace certain values that they strive to uphold in performing their responsibilities for generating philanthropic support. AFP business members strive to promote and protect the work and mission of their client organizations.

### AFP members both individual and business aspire to:

- practice their profession with integrity, honesty, truthfulness and adherence to the absolute obligation to safeguard the public trust
- act according to the highest goals and visions of their organizations, professions, clients and consciences
- put philanthropic mission above personal gain;
- inspire others through their own sense of dedication and high purpose
- improve their professional knowledge and skills, so that their performance will better serve others
- demonstrate concern for the interests and well-being of individuals affected by their actions
- value the privacy, freedom of choice and interests of all those affected by their actions
- foster cultural diversity and pluralistic values and treat all people with dignity and respect
- affirm, through personal giving, a commitment to philanthropy and its role in society
- adhere to the spirit as well as the letter of all applicable laws and regulations
- advocate within their organizations adherence to all applicable laws and regulations
- avoid even the appearance of any criminal offense or professional misconduct
- bring credit to the fundraising profession by their public demeanor
- encourage colleagues to embrace and practice these ethical principles and standards
- be aware of the codes of ethics promulgated by other professional organizations that serve philanthropy

## ETHICAL STANDARDS

Furthermore, while striving to act according to the above values, AFP members, both individual and business, agree to abide (and to ensure, to the best of their ability, that all members of their staff abide) by the AFP standards. Violation of the standards may subject the member to disciplinary sanctions, including expulsion, as provided in the AFP Ethics Enforcement Procedures.

### MEMBER OBLIGATIONS

1. Members shall not engage in activities that harm the members' organizations, clients or profession.
2. Members shall not engage in activities that conflict with their fiduciary, ethical and legal obligations to their organizations, clients or profession.
3. Members shall effectively disclose all potential and actual conflicts of interest; such disclosure does not preclude or imply ethical impropriety.
4. Members shall not exploit any relationship with a donor, prospect, volunteer, client or employee for the benefit of the members or the members' organizations.
5. Members shall comply with all applicable local, state, provincial and federal civil and criminal laws.
6. Members recognize their individual boundaries of competence and are forthcoming and truthful about their professional experience and qualifications and will represent their achievements accurately and without exaggeration.
7. Members shall present and supply products and/or services honestly and without misrepresentation and will clearly identify the details of those products, such as availability of the products and/or services and other factors that may affect the suitability of the products and/or services for donors, clients or nonprofit organizations.
8. Members shall establish the nature and purpose of any contractual relationship at the outset and will be responsive and available to organizations and their employing organizations before, during and after any sale of materials and/or services. Members will comply with all fair and reasonable obligations created by the contract.

9. Members shall refrain from knowingly infringing the intellectual property rights of other parties at all times. Members shall address and rectify any inadvertent infringement that may occur.
10. Members shall protect the confidentiality of all privileged information relating to the provider/client relationships.
11. Members shall refrain from any activity designed to disparage competitors untruthfully.

### SOLICITATION AND USE OF PHILANTHROPIC FUNDS

12. Members shall take care to ensure that all solicitation and communication materials are accurate and correctly reflect their organizations' mission and use of solicited funds.
13. Members shall take care to ensure that donors receive informed, accurate and ethical advice about the value and tax implications of contributions.
14. Members shall take care to ensure that contributions are used in accordance with donors' intentions.
15. Members shall take care to ensure proper stewardship of all revenue sources, including timely reports on the use and management of such funds.
16. Members shall obtain explicit consent by donors before altering the conditions of financial transactions.

### PRESENTATION OF INFORMATION

17. Members shall not disclose privileged or confidential information to unauthorized parties.
18. Members shall 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 and shall not be transferred or utilized except on behalf of that organization or client.
19. Members shall 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. Members shall, when stating fundraising results, use accurate and consistent accounting methods that conform to the appropriate guidelines adopted by the American Institute of Certified Public Accountants (AICPA)\* for the type of organization involved. (\* In countries outside of the United States, comparable authority should be utilized.)

### COMPENSATION AND CONTRACTS

21. Members shall 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. Business members must refrain from receiving compensation from third parties derived from products or services for a client without disclosing that third-party compensation to the client (for example, volume rebates from vendors to business members).
22. Members may accept performance-based compensation, such as bonuses, provided such bonuses are in accord with prevailing practices within the members' own organizations and are not based on a percentage of contributions.
23. Members shall neither offer nor accept payments or special considerations for the purpose of influencing the selection of products or services.
24. Members shall not pay finder's fees, commissions or percentage compensation based on contributions, and shall take care to discourage their organizations from making such payments.
25. Any member receiving funds on behalf of a donor or client must meet the legal requirements for the disbursement of those funds. Any interest or income earned on the funds should be fully disclosed.