

# 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 AFP's Membership Services Department at (800) 666-FUND.

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, P.O. Box 79099, Baltimore, MD 21279-0099
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 \_\_\_\_\_ STATE \_\_\_\_\_

ZIP 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: \$150 (\$100 association/\$50 chapter fee)
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.

MEMBER SIGNATURE REQUIRED \_\_\_\_\_

DATE \_\_\_\_\_

You will receive services upon payment. Please allow 4–6 weeks for initial receipt of publications. For U.S. income tax purposes, dues are not considered a charitable contribution. If you or your organization is permitted to deduct your dues from gross income under the U.S. Internal Revenue Code, AFP estimates that 3.9% of your dues are not deductible due to AFP's advocacy efforts.

# Chapter Codes (As of May 1, 2012)

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