



# Membership Invitation

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). Invitation may be faxed to (703) 684-1950

## TO COMPLETE THIS 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, P.O. Box 79099, Baltimore, MD 21279-0099
4. Invitation may be faxed to (703) 684-1950

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

NAME \_\_\_\_\_

TITLE \_\_\_\_\_

ORGANIZATION \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE/PROVINCE \_\_\_\_\_

ZIP/POSTAL CODE \_\_\_\_\_ COUNTRY \_\_\_\_\_

PHONE \_\_\_\_\_ FAX \_\_\_\_\_

EMAIL \_\_\_\_\_

## SELF-ASSESSMENT FOR ACTIVE MEMBERSHIP

1. Do you have at least one year of experience as a fundraising professional?  YES  NO
2. Do you hold some degree of responsibility for fundraising?  YES  NO
3. If you work within the U.S. or Canada, are you compensated for your services? (Members outside these two countries may omit answering this question)  YES  NO

If you answered "yes" to all of these questions, you qualify to be an active member. If not, please carefully read the categories of membership to the right and check the applicable designation below.

## DUES AND FEES

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

1. Please choose your category of membership:  
 Active Membership: \$250 (association fee)  
 Introductory Membership: \$100 (association fee), \$150 (2nd year)  
 Associate Membership: \$250 (association fee)
2. Determine which chapter you will join (see back of form). Enter that chapter fee here: \$\_\_\_\_\_ Chapter code:\_\_\_\_\_
3. From the category of membership above, enter the association fee here: \$\_\_\_\_\_
4. Add the fees from lines 2 & 3 together to find the total membership fee. Enter the total fee here: \$\_\_\_\_\_ TOTAL membership fee
5. Payment method:  
 Check  Visa  MasterCard  AmEx  Discover

ACCOUNT # \_\_\_\_\_

EXP. DATE \_\_\_\_\_

## CATEGORIES OF MEMBERSHIP

*(You must self-determine your correct category)*

**ACTIVE:** Open to persons who have at least one (1) year of experience as fundraising professionals as of the time of application, and are either self-employed or associated with an organization that compensates them for their services. Active members hold some degree of responsibility directly for fundraising, 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.

**INTRODUCTORY:** Open to persons newly employed in the field; full-time students in a degree-granting, certificate or diploma program; members who work for grassroots organizations with an operating budget of \$250,000 or less; executive directors who spend less than 25 percent of their time on fundraising-related responsibilities; and volunteers. All must subscribe to the *AFP Code of Ethical Principles and Standards* and its bylaws and promote the *Donor Bill of Rights*. Membership in this category is limited to a two-year duration. (Dues Amount—\$100 1st year/\$150 2nd year)

**ASSOCIATE:** May be extended to persons who are engaged in fields related to fundraising, volunteers, or those who have mutual interests with fundraising professionals, and who subscribe to the *AFP Code of Ethical Principles and Standards* and its bylaws; and promote the *Donor Bill of Rights*.

## PLEASE HELP US TO GET TO KNOW YOU BETTER BY COMPLETING THE FOLLOWING:

1. Is your organization paying your annual dues?  YES  NO
2. Year of your entry into fundraising \_\_\_\_\_
3. How many fundraisers are employed by your organization? \_\_\_\_\_
4. How many are associated with AFP? \_\_\_\_\_
5. How did you hear about AFP? *(Please check one)*  
 An AFP publication  Non-AFP workshop  
 AFP website  Colleague  
 Local AFP chapter activity or publication  
 The AFP International Conference on Fundraising brochure

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 that Code and acknowledge that a violation on my part may result in action by the AFP Ethics Committee. Also, I understand that if there is a local AFP chapter within the vicinity, I must belong to the local chapter in addition to belonging to the Association of Fundraising Professionals.

YOUR SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

You will receive services upon payment. Please allow 4–6 weeks for initial receipt of publications. \$50 of your annual dues goes toward *Advancing Philanthropy* magazine. For 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 Dues

(As of June 15, 2009)

<i>Chapter Location</i>	<i>Chapter Fee</i>	<i>Code</i>	<i>Chapter Location</i>	<i>Chapter Fee</i>	<i>Code</i>	<i>Chapter Location</i>	<i>Chapter Fee</i>	<i>Code</i>
At Large USA	\$0	AAU	IN, Lake/Porter Cnties	\$50	IN4	PA, Philadelphia	\$75	PA1
At Large Non-USA	\$25	AAF	IN, South Bend	\$50	IN2	PA, Pittsburgh	\$50	PA3
AK, Anchorage	\$50	AK1	KS, Topeka	\$25	KS2	PA, Pocono Mountains	\$30	PA9
AL, Birmingham	\$125	AL1	KS, Wichita	\$30	KS1	PA, Scranton	\$30	PA5
AL, Mobile	\$50	AL3	KY, Lexington	\$25	KY1	PR, San Juan	\$30	PR1
AL, Montgomery	\$35	AL2	KY, Louisville	\$25	KY2	RI, Providence	\$50	RI1
AR, Fayetteville	\$25	AR2	LA, Baton Rouge	\$25	LA3	SC, Charleston	\$25	SC3
AR, Little Rock	\$45	AR1	LA, Covington	\$25	LA4	SC, Columbia	\$25	SC1
AZ, Flagstaff	\$50	AZ3	LA, New Orleans	\$50	LA1	SC, Coastal Chapter	\$25	SC4
AZ, Phoenix	\$75	AZ1	LA, Shreveport	\$30	LA2	SC, Spartanburg	\$25	SC2
AZ, Tucson	\$55	AZ2	MA, Boston	\$60	MA1	SD, Sioux Falls/Pierre	\$25	SD1
CA, Riverside/San Bernardino	\$35	CA6	MA, Springfield	\$40	MA2	TN, Bristol/Kingsport	\$25	TN5
CA, Los Angeles	\$100	CA1	MA, Worcester	\$40	MA3	TN, Chattanooga	\$75	TN3
CA, Monterey	\$50	CAB	MD, Baltimore	\$70	MD1	TN, Memphis	\$50	TN2
CA, Orange	\$75	CA5	MD, Frederick	\$30	MD2	TN, Knoxville	\$30	TN4
CA, Palm Springs	\$40	CAE	MI, Detroit	\$50	MI1	TN, Nashville	\$55	TN1
CA, Sacramento	\$45	CA8	MI, Flint/Midland	\$30	MI3	TX, Amarillo	\$25	TX9
CA, San Diego	\$60	CA3	MI, Grand Rapids	\$50	MI2	TX, Austin	\$25	TX5
CA, San Fernando	\$50	CAA	MI, Lansing	\$45	MI4	TX, Corpus Christi	\$25	TXB
CA, San Fran/Oakland	\$80	CA2	MN, Minn./St. Paul	\$85	MN1	TX, Dallas	\$50	TX1
CA, San Jose	\$55	CA9	MN, Paynesville	\$35	MN3	TX, El Paso	\$50	TXC
CA, San Joaquin Valley	\$35	CA4	MN, Rochester	\$50	MN2	TX, Ft. Worth	\$25	TX3
CA, Santa Barb./Ventura	\$50	CA7	MO, Columbia	\$25	MO4	TX, Houston	\$70	TX2
CA, Sonoma-Napa	\$25	CAD	MO, Kansas City	\$50	MO1	TX, Lubbock	\$25	TX4
CA, Stan. Cnty./Modesto	\$30	CAC	MO, Springfield	\$25	MO3	TX, Midland	\$50	TXA
CO, Colorado Springs	\$75	CO2	MO, St. Louis	\$75	MO2	TX, San Antonio	\$50	TX7
CO, Denver	\$80	CO1	MS, Jackson	\$50	MS1	TX, Tyler	\$50	TXD
CT, Greenwich	\$30	CT2	MT, Billings	\$25	MT1	TX, Waco	\$25	TX6
CT, Hartford	\$50	CT1	NC, Asheville	\$25	NC3	VA, Harrisonburg	\$25	VA2
DC, Washington	\$105	DC1	NC, Boone	\$25	NC6	VA, Lynchburg	\$25	VA4
DE, Wilmington	\$55	DE1	NC, Cape Fear	\$30	NC7	VA, Richmond	\$25	VA3
FL, Arredondo	\$40	FLC	NC, Charlotte	\$25	NC1	VA, Roanoke	\$30	VA1
FL, Ft. Laud./Broward	\$40	FL8	NC, Raleigh/Durham	\$50	NC2	VA, Winchester	\$30	VA5
FL, Indian River	\$40	FLD	NC, Winston-Salem	\$40	NC4	VA, Hampton Roads	\$30	VA6
FL, Jacksonville	\$50	FL5	ND, Fargo/Grand Forks	\$35	ND1	WA, Seattle	\$50	WA1
FL, Martin/St. Lucie Cnties	\$40	FLB	NE, Omaha	\$50	NE1	WA, South Sound	\$50	WA2
FL, Miami	\$50	FL1	NH, Maine/Vermont/NH	\$25	NH1	WI, La Crosse	\$30	WI2
FL, Naples	\$30	FLA	NJ, Newark/Trenton	\$75	NJ1	WI, Madison	\$35	WI3
FL, New Port Richey	\$60	FLF	NJ, Atlantic City	\$55	NJ2	WI, Milwaukee	\$50	WI1
FL, Orlando	\$40	FL3	NM, Albuquerque	\$50	NM1	WI, Green Bay/Sheboygan	\$25	WI4
FL, Palm Beach	\$50	FL4	NV, Las Vegas	\$50	NV2	<b>Non U.S.</b>		
FL, Pensacola	\$25	FL9	NV, Reno	\$25	NV1	AB, Calgary	\$80	CN6
FL, Sarasota	\$50	FL7	NY, Albany/Schenectady	\$35	NY4	AB, Edmonton	\$60	CN5
FL, Space Coast	\$40	FLE	NY, Buffalo	\$75	NY2	BC, Vancouver	\$75	CN3
FL, Tallahassee	\$25	FL6	NY, Ithaca	\$40	NY7	BC, Vancouver Island	\$40	CN2
FL, Tampa/St. Pete	\$60	FL2	NY, Long Island	\$75	NY6	MB, Winnipeg	\$60	CN7
GA, Atlanta	\$75	GA1	NY, Mid-Hudson Valley	\$50	NY8	NF, St. John's	\$40	CNC
GA, Augusta	\$25	GA2	NY, New York City	\$115	NY1	NS, Halifax	\$80	CND
GA, Macon	\$25	GA4	NY, Rochester	\$70	NY3	ON, Hamilton	\$50	CNF
GA, Savannah	\$25	GA3	NY, Syracuse	\$50	NY5	ON, Kingston	\$50	CNE
HI, Honolulu	\$35	HI1	OH, Canton/Akron	\$35	OH4	ON, Ottawa	\$85	CN4
IA, Cedar Rapids	\$50	IA2	OH, Cincinnati	\$50	OH3	ON, Toronto	\$80+GST	CN1
IA, Des Moines	\$55	IA1	OH, Cleveland	\$45	OH1	ON, Windsor	\$50	CNB
IA, Dubuque	\$50	IA4	OH, Columbus	\$55	OH2	PQ, Montreal	\$50	CN8
IA, Sioux City	\$30	IA3	OH, Dayton	\$25	OH7	SK, Regina	\$50	CNA
ID, Boise	\$25	ID1	OH, Toledo	\$40	OH6	SK, Saskatoon	\$80	CN9
IL, Champaign	\$25	IL6	OH, Youngstown	\$25	OH5	MX, Chihuahua	\$25	MX5
IL, Chicago	\$100	IL1	OK, Oklahoma City	\$45	OK1	MX, Culiacan	\$25	MX6
IL, Peoria	\$40	IL2	OK, Tulsa	\$50	OK2	MX, Guadalajara	\$25	MX4
IL, Rockford	\$35	IL3	OR, Portland	\$50	OR1	MX, Mexico City	\$25	MX1
IL, Rock Island/ Davenport, IA	\$50	IL5	PA, Allentown	\$35	PA4	MX, Monterrey	\$20	MX2
IL, Springfield	\$50	IL4	PA, Altoona	\$25	PA7	MX, Tijuana	\$30	MX3
IN, Fort Wayne	\$50	IN3	PA, Berkes	\$35	PA8	Hong Kong	\$25	HK1
IN, Indianapolis	\$75	IN1	PA, Harrisburg	\$50	PA2	Jakarta	\$50	JK1
			PA, Meadville/Erie	\$25	PA6	Singapore	\$75	SN1

# 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.