



# Membership Invitation

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). 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, 260 King Street East, Suite 412, Toronto, ON M5A 4L5
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 \_\_\_\_\_ PROVINCE \_\_\_\_\_

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 in Canadian dollars and 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 (CDN)
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 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 for rent by reputable companies. If you do not wish to have your name released for this purpose please check here
- I would like *Advancing Philanthropy*, AFP's bimonthly magazine (please select only one\*)
  - In digital/electronic format only (6 issues annually)
  - In print (6 issues annually)

*\* If you do not to make a selection, you will automatically receive the digital/electronic version only.*

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.

# Chapter Dues

(As of April 15, 2010)

<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>
<b>U.S. Chapters</b>			KS, Topeka	\$25	KS2	SC, Charleston	\$25	SC3
At Large USA	\$0	AAU	KS, Wichita	\$30	KS1	SC, Columbia	\$25	SC1
At Large Non-USA	\$25	AAF	KY, Lexington	\$25	KY1	SC, Coastal Chapter	\$25	SC4
AK, Anchorage	\$50	AK1	KY, Louisville	\$25	KY2	SC, Spartanburg	\$25	SC2
AL, Birmingham	\$125	AL1	LA, Baton Rouge	\$25	LA3	SD, Sioux Falls/Pierre	\$50	SD1
AL, Mobile	\$50	AL3	LA, Covington	\$25	LA4	TN, Bristol/Kingsport	\$25	TN5
AL, Montgomery	\$35	AL2	LA, Lake Charles	\$25	LA5	TN, Chattanooga	\$75	TN3
AR, Fayetteville	\$25	AR2	LA, New Orleans	\$50	LA1	TN, Memphis	\$50	TN2
AR, Little Rock	\$45	AR1	LA, Shreveport	\$30	LA2	TN, Knoxville	\$30	TN4
AZ, Flagstaff	\$50	AZ3	MA, Boston	\$60	MA1	TN, Nashville	\$55	TN1
AZ, Phoenix	\$75	AZ1	MA, Springfield	\$40	MA2	TX, Amarillo	\$25	TX9
AZ, Tucson	\$55	AZ2	MA, Worcester	\$40	MA3	TX, Austin	\$25	TX5
CA, Riverside/San Bernardino	\$35	CA6	MD, Baltimore	\$70	MD1	TX, Corpus Christi	\$25	TXB
CA, Los Angeles	\$100	CA1	MD, Frederick	\$30	MD2	TX, Dallas	\$50	TX1
CA, Monterey	\$50	CAB	MI, Detroit	\$50	MI1	TX, El Paso	\$50	TXC
CA, Orange	\$75	CA5	MI, Flint/Midland	\$30	MI3	TX, Ft. Worth	\$50	TX3
CA, Palm Springs	\$40	CAE	MI, Grand Rapids	\$50	MI2	TX, Houston	\$70	TX2
CA, Sacramento	\$45	CA8	MI, Lansing	\$45	MI4	TX, Lubbock	\$25	TX4
CA, San Diego	\$60	CA3	MN, Minn./St. Paul	\$85	MN1	TX, Midland	\$50	TXA
CA, San Fernando	\$50	CAA	MN, Paynesville	\$35	MN3	TX, San Antonio	\$50	TX7
CA, San Fran/Oakland	\$80	CA2	MN, Rochester	\$50	MN2	TX, Tyler	\$50	TXD
CA, San Jose	\$50	CA9	MO, Columbia	\$25	MO4	TX, Waco	\$25	TX6
CA, San Joaquin Valley	\$35	CA4	MO, Kansas City	\$50	MO1	VA, Harrisonburg	\$30	VA2
CA, Santa Barb./Ventura	\$50	CA7	MO, Springfield	\$25	MO3	VA, Lynchburg	\$25	VA4
CA, Sonoma-Napa	\$40	CAD	MO, St. Louis	\$75	MO2	VA, Richmond	\$35	VA3
CA, Stan. Cnty./Modesto	\$30	CAC	MS, Jackson	\$50	MS1	VA, Roanoke	\$30	VA1
CO, Colorado Springs	\$75	CO2	MT, Billings	\$25	MT1	VA, Winchester	\$30	VA5
CO, Denver	\$80	CO1	NC, Asheville	\$25	NC3	VA, Hampton Roads	\$45	VA6
CT, Fairfield	\$30	CT2	NC, Boone	\$25	NC6	WA, Seattle	\$50	WA1
CT, Hartford	\$50	CT1	NC, Cape Fear	\$30	NC7	WA, South Sound	\$50	WA2
DC, Washington	\$120	DC1	NC, Charlotte	\$25	NC1	WI, La Crosse	\$30	WI2
DE, Wilmington	\$60	DE1	NC, Raleigh/Durham	\$50	NC2	WI, Madison	\$35	WI3
FL, Arredondo	\$40	FLC	NC, Winston-Salem	\$40	NC4	WI, Milwaukee	\$50	WI1
FL, Ft. Laud/Broward	\$40	FL8	ND, Fargo/Grand Forks	\$35	ND1	WI, Green Bay/Sheboygan	\$30	WI4
FL, Indian River	\$40	FLD	NE, Omaha	\$50	NE1			
FL, Jacksonville	\$50	FL5	NH, Maine/Vermont/NH	\$25	NH1	<b>Canada Chapters</b>		
FL, Martin/St. Lucie Cnties	\$40	FLB	NJ, Newark/Trenton	\$75	NJ1	AB, Calgary	\$80	CN6
FL, Miami	\$50	FL1	NJ, Atlantic City	\$55	NJ2	AB, Edmonton	\$60	CN5
FL, Naples	\$30	FLA	NM, Albuquerque	\$50	NM1	BC, Vancouver	\$75	CN3
FL, New Port Richey	\$60	FLF	NV, Las Vegas	\$50	NV2	BC, Vancouver Island	\$40	CN2
FL, Orlando	\$40	FL3	NV, Reno	\$25	NV1	MB, Winnipeg	\$60	CN7
FL, Palm Beach	\$50	FL4	NY, Albany/Schenectady	\$35	NY4	NF, St. John's	\$40	CNC
FL, Pensacola	\$25	FL9	NY, Buffalo	\$75	NY2	NS, Halifax	\$80	CND
FL, Polk County	\$50	FLG	NY, Ithaca	\$40	NY7	ON, Hamilton	\$50	CNF
FL, Port Charlotte	\$30	FLH	NY, Long Island	\$75	NY6	ON, Kingston	\$50	CNE
FL, Sarasota	\$50	FL7	NY, Mid-Hudson Valley	\$50	NY8	ON, Ottawa	\$85	CN4
FL, Space Coast	\$40	FLE	NY, New York City	\$115	NY1	ON, Toronto	\$80+GST	CN1
FL, Tallahassee	\$25	FL6	NY, Rochester	\$70	NY3	ON, Windsor	\$50	CNB
FL, Tampa/St. Pete	\$60	FL2	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	\$45	OH1	<b>Mexico Chapters</b>		
HI, Honolulu	\$35	HI1	OH, Columbus	\$55	OH2	MX, Chihuahua	\$25	MX5
IA, Cedar Falls	\$50	IA5	OH, Dayton	\$25	OH7	MX, Culiacan	\$25	MX6
IA, Cedar Rapids	\$50	IA2	OH, Toledo	\$40	OH6	MX, Guadalajara	\$25	MX4
IA, Des Moines	\$55	IA1	OH, Youngstown	\$25	OH5	MX, Mexico City	\$25	MX1
IA, Dubuque	\$50	IA4	OK, Oklahoma City	\$45	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	\$50	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			
IN, Indianapolis	\$75	IN1	PA, Pocono Mountains	\$25	PA9			
IN, Lake/Porter Cnties	\$50	IN4	PA, Scranton	\$30	PA5			
IN, South Bend	\$50	IN2	PR, San Juan	\$30	PR1			
			RI, Providence	\$50	RI1			

# 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.