



# 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 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. 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 September 01, 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, Indianapolis	\$75	IN1	PA, Meadville/Erie	\$25	PA6
At Large Non-USA	\$25	AAF	IN, Lake/Porter Cnties	\$50	IN4	PA, Philadelphia	\$75	PA1
AK, Anchorage	\$50	AK1	IN, South Bend	\$50	IN2	PA, Pittsburgh	\$50	PA3
AL, Birmingham	\$125	AL1	KS, Topeka	\$25	KS2	PA, Pocono Mountains	\$25	PA9
AL, Mobile	\$50	AL3	KS, Wichita	\$30	KS1	PA, Scranton	\$30	PA5
AL, Montgomery	\$35	AL2	KY, Lexington	\$25	KY1	PR, San Juan	\$30	PR1
AR, Fayetteville	\$25	AR2	KY, Louisville	\$25	KY2	RI, Providence	\$50	RI1
AR, Little Rock	\$45	AR1	LA, Baton Rouge	\$25	LA3	SC, Charleston	\$25	SC3
AZ, Flagstaff	\$50	AZ3	LA, Covington	\$25	LA4	SC, Columbia	\$25	SC1
AZ, Phoenix	\$75	AZ1	LA, New Orleans	\$50	LA1	SC, Coastal Chapter	\$25	SC4
AZ, Tucson	\$55	AZ2	LA, Shreveport	\$30	LA2	SC, Spartanburg	\$25	SC2
CA, Riverside/San Bernardino	\$35	CA6	MA, Boston	\$60	MA1	SD, Sioux Falls/Pierre	\$50	SD1
CA, Los Angeles	\$100	CA1	MA, Springfield	\$40	MA2	TN, Bristol/Kingsport	\$25	TN5
CA, Monterey	\$50	CAB	MA, Worcester	\$40	MA3	TN, Chattanooga	\$75	TN3
CA, Orange	\$75	CA5	MD, Baltimore	\$70	MD1	TN, Memphis	\$50	TN2
CA, Palm Springs	\$40	CAE	MD, Frederick	\$30	MD2	TN, Knoxville	\$30	TN4
CA, Sacramento	\$45	CA8	MI, Detroit	\$50	MI1	TN, Nashville	\$55	TN1
CA, San Diego	\$60	CA3	MI, Flint/Midland	\$30	MI3	TX, Amarillo	\$25	TX9
CA, San Fernando	\$50	CAA	MI, Grand Rapids	\$50	MI2	TX, Austin	\$25	TX5
CA, San Fran/Oakland	\$80	CA2	MI, Lansing	\$45	MI4	TX, Corpus Christi	\$25	TXB
CA, San Jose	\$50	CA9	MN, Minn./St. Paul	\$85	MN1	TX, Dallas	\$50	TX1
CA, San Joaquin Valley	\$35	CA4	MN, Paynesville	\$35	MN3	TX, El Paso	\$50	TXC
CA, Santa Barb./Ventura	\$50	CA7	MN, Rochester	\$50	MN2	TX, Ft. Worth	\$50	TX3
CA, Sonoma-Napa	\$40	CAD	MO, Columbia	\$25	MO4	TX, Houston	\$70	TX2
CA, Stan. Cnty/Modesto	\$30	CAC	MO, Kansas City	\$50	MO1	TX, Lubbock	\$25	TX4
CO, Colorado Springs	\$75	CO2	MO, Springfield	\$25	MO3	TX, Midland	\$50	TXA
CO, Denver	\$80	CO1	MO, St. Louis	\$75	MO2	TX, San Antonio	\$50	TX7
CT, Greenwich	\$30	CT2	MS, Jackson	\$50	MS1	TX, Tyler	\$50	TXD
CT, Hartford	\$50	CT1	MT, Billings	\$25	MT1	TX, Waco	\$25	TX6
DC, Washington	\$120	DC1	NC, Asheville	\$25	NC3	VA, Harrisonburg	\$30	VA2
DE, Wilmington	\$60	DE1	NC, Boone	\$25	NC6	VA, Lynchburg	\$25	VA4
FL, Arredondo	\$40	FLC	NC, Cape Fear	\$30	NC7	VA, Richmond	\$35	VA3
FL, Ft. Laud/Broward	\$40	FL8	NC, Charlotte	\$25	NC1	VA, Roanoke	\$30	VA1
FL, Indian River	\$40	FLD	NC, Raleigh/Durham	\$50	NC2	VA, Winchester	\$30	VA5
FL, Jacksonville	\$50	FL5	NC, Winston-Salem	\$40	NC4	VA, Hampton Roads	\$45	VA6
FL, Martin/St. Lucie Cnties	\$40	FLB	ND, Fargo/Grand Forks	\$35	ND1	WA, Seattle	\$50	WA1
FL, Miami	\$50	FL1	NE, Omaha	\$50	NE1	WA, South Sound	\$50	WA2
FL, Naples	\$30	FLA	NH, Maine/Vermont/NH	\$25	NH1	WI, La Crosse	\$30	WI2
FL, New Port Richey	\$60	FLF	NJ, Newark/Trenton	\$75	NJ1	WI, Madison	\$35	WI3
FL, Orlando	\$40	FL3	NJ, Atlantic City	\$55	NJ2	WI, Milwaukee	\$50	WI1
FL, Palm Beach	\$50	FL4	NM, Albuquerque	\$50	NM1	WI, Green Bay/Sheboygan	\$25	WI4
FL, Pensacola	\$25	FL9	NV, Las Vegas	\$50	NV2	Non U.S.		
FL, Polk County	\$50	FLG	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	\$120	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	\$45	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
			PA, Harrisburg	\$50	PA2	Jakarta	\$50	JK1
						Singapore	\$25	SN1

# AFP Code of Ethical Principles and Standards



## ETHICAL PRINCIPLES • Adopted 1964; amended Sept. 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.

I certify that I have read and subscribe to the Association of Fundraising Professionals (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.

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

DATE \_\_\_\_\_

PRINT NAME \_\_\_\_\_

ID NUMBER \_\_\_\_\_

Please fax the Code of Ethics to 703-684-1950.

# A Donor Bill of Rights

*PHILANTHROPY* is based on voluntary action for the common good. It is a tradition of giving and sharing that is primary to the quality of life. To assure that philanthropy merits the respect and trust of the general public, and that donors and prospective donors can have full confidence in the not-for-profit organizations and causes they are asked to support, we declare that all donors have these rights:

## I.

*To be informed of the organization's mission, of the way the organization intends to use donated resources, and of its capacity to use donations effectively for their intended purposes.*

## II.

*To be informed of the identity of those serving on the organization's governing board, and to expect the board to exercise prudent judgement in its stewardship responsibilities.*

## III.

*To have access to the organization's most recent financial statements.*

## IV.

*To be assured their gifts will be used for the purposes for which they were given.*

## V.

*To receive appropriate acknowledgement and recognition.*

## VI.

*To be assured that information about their donations is handled with respect and with confidentiality to the extent provided by law.*

## VII.

*To expect that all relationships with individuals representing organizations of interest to the donor will be professional in nature.*

## VIII.

*To be informed whether those seeking donations are volunteers, employees of the organization or hired solicitors.*

## IX.

*To have the opportunity for their names to be deleted from mailing lists that an organization may intend to share.*

## X.

*To feel free to ask questions when making a donation and to receive prompt, truthful and forthright answers.*

### DEVELOPED BY

Association of Fundraising Professionals (AFP)  
Association for Healthcare Philanthropy (AHP)  
Council for Advancement and Support of Education (CASE)  
Giving Institute: Leading Consultants to Non-Profits

### ENDORSED BY

(in formation)  
Independent Sector  
National Catholic Development Conference (NCDC)  
National Committee on Planned Giving (NCPG)  
Council for Resource Development (CRD)  
United Way of America



CHANGE THE WORLD



WITH A GIVING HEART

**National  
Philanthropy Day®**

## **\$50.00 Active New Member Discount**

In honor of National Philanthropy Day®, AFP will be offering a \$50.00 discount to new members joining in the Active category by November 30, 2011.

Fill out the membership invitation as usual, but deduct \$50.00 from the total and include this coupon with your payment.\*

\*Coupon *must* be included with payment  
One coupon per new member. **Expires November 30, 2011**

Questions, call the AFP Membership Department at (800)666-3863.



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