



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.

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 631989, Baltimore, MD 21263-1989

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: \$220 (association fee)
 Introductory Membership: \$100 (association fee), \$150 (2nd year)
 Associate Membership: \$220 (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.

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.