



APPLICATION FOR MEMBERSHIP

14070 Proton Rd. Suite 100
Dallas, Texas 75244
(972) 233-9107 ext. 204
www.apcinc.org

Please complete this application for membership and return it with your supporting materials and application fee. You will receive membership determination within 60 days of receipt of all supporting materials. After approval, a dues invoice will be sent to you.

Date: _____ Contact Person or Principal: _____

Firm Name: _____

Address: _____

City: _____ State/Province: _____

Postal Code: _____ Country: _____

Office Phone: _____ Mobile Phone: _____

Email: _____ Website: _____

APC Member Recommending You: _____

Number of full-time* professionals employed by your firm: _____

Number of part-time professionals employed by your firm: _____

Number of independent contractors interfacing with your clients: _____

Year firm founded: _____

Status (check one): Corporation Partnership Sole Owner/Proprietorship

If you are applying for a Full Membership, you must complete this application and attach the following supporting materials:

- A resume or summary that documents the following: That the firm employs at least one full-time consultant; that one principal has at least five years of professional experience in nonprofit management or fundraising; that at least one full-time consultant has a minimum of three immediate prior consecutive years as a full-time philanthropic consultant (*full-time means that consulting is your primary professional endeavor).
- A list of six client references from the past three years. Include contact names, addresses and phone numbers.
- A copy or proof of your current state registration if your firm provides fundraising consulting services if it is based in a state requiring fundraising registration.
- Evidence that the firm has been in existence for at least three years.
- Documentation of a graduate degree or continuing education received from sponsoring organizations such as AFP, CASE, AHP, NCPG and/or CFRE, ACFRE, FAHP (recognized credentials in the development profession).
- If you've attended an APC Forum as a guest, please list the dates.
- A non-refundable fee of \$100 payable to APC.

If you are applying for Emerging Firm Membership, you must complete this application and attach the following supporting materials:

- Same supporting materials are required for Emerging Firm Membership as for Full Membership with one exception: Evidence that the firm has been in existence for at least one year.

A Full Membership is open to any practitioner whose primary business is to provide counsel in one or more of the following philanthropic activities: annual and/or capital campaigns, board development, strategic planning, development communications, grant writing, development planning or training, or planned giving, where at least 60% of their business is comprised of these services to nonprofit organizations. Members must meet the following APC Criteria Standards:

APC Professional Criteria

- Has experience serving organizations as staff in development, executive management or in a paid consultant role
- Documents proof of educational qualifications and training from institutions of higher education and/or professional organizations. A bachelor's degree, CFRE or CAE is required.
- Evidences service to the development profession that advances professionalism, e.g. offices held in professional organizations, presentations, publications
- Conducts business in an ethical manner and within the code of ethics of the fundraising profession
- Principal of the firm must possess at least five years of professional experience with nonprofit 501(c)3 organizations.

APC Philanthropic Criteria

- Interfaces with nonprofit, charitable, and/or public institutions with legally nonprofit governing boards
- Encourages and seeks public understanding of the needs addressed by these nonprofit organizations
- Demonstrates personal commitment to philanthropy both in giving and volunteering
- Seeks causes that exemplify the definition of the word "philanthropy"
- Maintains a client profile that consists of at least 60% nonprofit, charitable, and/or public organizations including significant service to 501(c)3 organizations

APC Consultant Criteria

- Provides professional fundraising guidance and advice to nonprofit organizations and is financially remunerated for such services from at least two clients annually assists in the success of their nonprofit organizations
- Evidences positive results from such services which are acknowledged by clients
- The applying consultant or leader of applying firm serves full-time.

Emerging Firm Membership is open to professional fundraising consulting firms that have been established less than three years but have been in business for at least one year. Emerging Firm members must demonstrate that they intend to qualify for Full Membership by the end of three years of full operation. An Emerging Firm member will have been a practicing consultant for at least one year and will have worked in the fundraising profession or as a development officer for at least five years.

Indicate your membership category (Check one):

- Full Membership – Firm with 1 Consultant* \$895
 Full Membership – Firm with 1-plus to 4 Consultants* \$1,250
 Full Membership – Firm with 5 or More Consultants* \$1,495
** Based on self-reported number of Full Time Equivalent Consultants*
 Emerging Firm Membership

Non-Refundable Application Fee \$100

Payment Information: Check Visa MasterCard American Express

Card Number: Exp Date

Signature authorizes charge to card Amount \$ Application fee is non-refundable.

I give APC permission to phone my references.

Company Commitment: I agree to abide by the APC Code of Ethics, Values, Standards of Professional Practice, Web Library Guidelines and other guiding principles adopted by the Association. I agree to pay the total annual dues for the year, and I hereby certify that all information on this application and contained on enclosed documents is true and accurate.

Signature _____ Date _____

Membership dues are not deductible as charitable contributions for Federal income tax purposes. Dues may be deducted as a business expense to the extent allowed by law.