



REGULAR MEMBERSHIP APPLICATION

Name: _____

I am a(n) (check one): Owner Partner Employee of the business listed below.

Business entity: (Sole proprietorship, LLC, Corporation, etc.) please list: _____

Business/Company name: _____

Address: _____
(Street or PO Box) (City) (State) (Zip code)

Business phone: _____ Home phone: _____
(optional)

Cell phone: _____ Fax: _____
(optional)

Email address: _____ Web site: _____

Description of your business/specialties: _____

I am currently (check and complete one): a NAPO **Provisional** member (member since: _____)

a NAPO **Active** member (member since: _____) not a NAPO member yet

NAPO Pittsburgh Chapter membership is prorated on a quarterly basis to a May anniversary date. The amount you owe at the time of application is based on the quarter in which you are joining and your distance from the meeting location. Please circle the appropriate calendar quarter and check the accompanying payment below it.

Please make check payable to NAPO Pittsburgh Chapter.

**Please note: Members who live more than 75 miles from meeting location are eligible to vote but are not able to hold office.*

May / Jun / Jul

Aug / Sep / Oct

Nov / Dec / Jan

Feb / Mar / Apr

\$100.00 (up to 75 miles)

\$75.00 (up to 75 miles)

\$50.00 (up to 75 miles)

\$25.00 (up to 75 miles)

\$60.00 (75+ miles*)

\$45.00 (75+ miles*)

\$30.00 (75+ miles*)

\$15.00 (75+ miles*)

I would like to volunteer on the following committee(s): (please review volunteer opportunities on accompanying page):

1st choice _____ 2nd choice _____ 3rd choice _____

I, _____, hereby:

(print name)

acknowledge that I must be a member of NAPO in order to be a NAPO Pittsburgh Chapter member

authorize and permit the person or persons in charge of NAPO Pittsburgh Chapter records to release to the chapter web site, for the purposes of general NAPO Pittsburgh Chapter publicity, any and all information provided by me to the chapter on this and other similar membership data forms EXCEPT the following information:

agree to abide by the NAPO bylaws and to model my behavior to the NAPO Code of Ethics set forth by NAPO

acknowledge that my NAPO Pittsburgh Chapter membership will be suspended if my NAPO national membership lapses, and will remain so until such time that my NAPO membership has been reinstated. NAPO Pittsburgh does not provide refunds for the balance of suspended memberships.

Applicant signature: _____ Date: _____

Please submit completed application and payment to Tara Atkins, Chapter Membership Director, or mail to: NAPO Pittsburgh Chapter, 281 William Drive, Canonsburg, PA 15317

Officer use only:

Date received:

NAPO membership verified on:

Application approved on:

Rev. 5/10



NAPO PITTSBURGH VOLUNTEER OPPORTUNITIES

One of the best ways to get the most out of your NAPO Pittsburgh Chapter membership is to get involved. By participating in activities or joining a committee, you get to know your colleagues and they get to know you, and you can share your talents and strengths to make a difference in your chapter and in the community.

Below is a list of different activities where help is needed. Use this list as a guide to help you in marking your top three choices for participating on your application.

Membership

- Registration committee – be responsible for checking in regular members and guest sign-in and payment.
- Assist with follow-up phone calls.
- Assist Membership Director with verifying membership through NAPO National.
- Attend a monthly conference call for Membership Directors.
- Assist with Guest and Associate Member Recruitment.

Professional Development

- Assist Professional Development Director/committee in developing categories and speaker suggestions.
- Assist in distributing monthly meeting evaluation forms and compiling results.
- Assist with coordinating NAPO Pittsburgh Chapter Open Houses, workshops, or other events.
- Assist with maintaining/operating CD library, as needed.

Marketing

- Send meeting announcements to Pittsburgh Business Times, Post-Gazette, and Tribune Review every month via email.
- Committee Chair for GO Month.
- Update media list for print, radio, web, television, and podcast.
- Assist with writing press releases.
- Submit press releases to appropriate media outlets.
- Assist with Associate Member Recruitment.

Communications & Technology

- Assist Communications & Technology Director with proofreading web site for content and grammar.
- Assist with updating website with organizers' resources (and other pages as needed).

NAPO Code of Ethics

This Code of Ethics is a set of principles to provide guidelines in our professional conduct with our clients, colleagues, and community. As a member of the National Association of Professional Organizers, I pledge to exercise judgment, self-restraint, and conscience in my conduct in order to establish and maintain public confidence in the integrity of NAPO members and to preserve and encourage fair and equitable practices among all who are engaged in the profession of organizing.

Clients

Working Relationships

- I will serve my clients with integrity, competence, and objectivity, and will treat them with respect and courtesy.
- I will offer services in those areas in which I am qualified and will accurately represent those qualifications in both verbal and written communications.
- When unable or unqualified to fulfill requests for services, I will make every effort to recommend the services of other qualified organizers and/or other qualified professionals.
- I will advertise my services in an honest manner and will represent the organizing profession accurately.

Confidentiality

- I will keep confidential all client information, both business and personal, including that which may be revealed by other organizers.
- I will use proprietary client information only with the client's permission.
- I will keep client information confidential and not use it to benefit myself or my firm, or reveal this information to others.

Fees

- I will decide independently and communicate to my client in advance my fees and expenses, and will charge fees and expenses which I deem reasonable, legitimate, and commensurate with my experience, the services I deliver, and the responsibility I accept.
- I will make recommendations for products and services with my client's best interests in mind.

Colleagues

- I will seek and maintain an equitable, honorable, and cooperative association with other NAPO members and will treat them with respect and courtesy.
- I will respect the intellectual property rights (materials, titles, and thematic creations) of my colleagues, and other firms and individuals, and will not use proprietary information or methodologies without permission.
- I will act and speak on a high professional level so as not to bring discredit to the organizing profession.