



# Become a Corporate Associate Member of NAPO-GMNH

## Basic Qualifications for a NAPO-Greater Manchester Corporate Associate Membership

Any company affiliated with the Organizing Industry which is involved in the design, manufacture, distribution and/or sale of organizing products, or any other company that benefits from having professional organizers as clients, sources of referrals, or sources of information, may join as a Corporate Associate Member. A Corporate Associate Member may vote at chapter meetings but may NOT hold office within the chapter.

## Benefits of joining NAPO-Greater Manchester, NH as a Corporate Associate Member

- Association with the local chapter of an established, international, credible organization
- Opportunity to build strong business-to-business relationships with our chapter members, who may look to your products / services in order to carry out organizing projects with their clients.
- Visibility by attending chapter meetings, participating in chapter events (GO MONTH), Open House, etc.
- Ability to advertise/ display business brochures at meetings and in conjunction with events
- Assist on committees
- Bring in other Associate Members
- Listing on the Members' Only section of our chapter web site and Facebook page
- Networking opportunities with other Associate Members and chapter members

## Dues Information

- Membership in NAPO national is NOT a requirement.
- The Corporate Associate Membership is valid for 12 months and runs from October 1<sup>st</sup> to September 30<sup>th</sup>. New Corporate Associate Members may join the NAPO-Greater Manchester, NH Chapter at any time during the year and are pro-rated based on the month you join. Annual renewal information will be sent to you 1 month prior to your membership anniversary date.
- All dues are non-refundable. Any requests for exception to this policy must be submitted for consideration in writing and will be decided on a case-by-case basis.

NAPO-Greater Manchester, NH Corporate Associate Member Fees: \$100.00 (check or cash; no credit cards are accepted at this time.) The treasurer will provide a receipt.

# Corporate Associate Member Application

I am applying to become a Corporate Associate Member of NAPO- Greater Manchester, NH Chapter

Company Information (please print)

Company Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

Mailing Address (if different): \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Web Site URL: http://www. \_\_\_\_\_

Email Address: \_\_\_\_\_

Business Phone: \_\_\_\_\_

Other Phone (cell): \_\_\_\_\_ Fax: \_\_\_\_\_

Please include the URL/link name for Social Networking affiliations (Facebook, Twitter, LinkedIn to be included in your online listing:

\_\_\_\_\_

I authorize the Director of Technology to list my company information on the chapter web site.

Sign: \_\_\_\_\_ Date: \_\_\_\_\_

Company Description: \_\_\_\_\_

\_\_\_\_\_

Type of Service or product my company provides: \_\_\_\_\_

How did you hear about NAPO- Greater Manchester, NH Chapter? \_\_\_\_\_

What is your primary reason for joining our chapter? \_\_\_\_\_

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I have read the NAPO Code of Ethics, understand them, and will abide by them.

I declare that all statements contained in this application and any accompanying documents are true and correct, with full knowledge that all statements made in this application are subject to investigation and that any false or dishonest answer to any question may be grounds for denial or subsequent revocation of membership in NAPO Greater Manchester, NH.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Check # \_\_\_\_\_ Cash \$ \_\_\_\_\_ Paid to Treasurer on: \_\_\_\_\_

Please send this completed application along with your check payable to our Treasurer:

Katie Lyon-Pingree, 25 Poor Richards Drive, Bow NH 03304

# NAPO *National's* 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 (or local chapter), 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.