



# 2011-2012 APPA Institutional Membership Application

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Membership categories are based on your institution type. Please read the descriptions carefully to ensure that you choose the appropriate membership category. The APPA membership year runs from April 1<sup>st</sup> through March 31<sup>st</sup>.

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## *Institutional*

Institutional membership is open to:

- All colleges and universities with their own facilities department and administrator.
- Higher education system offices, K-12, and International schools.
- Libraries and Museums

One individual is named as the Institutional Representative and is the principal contact between APPA and the institution. Other facilities department staff can join as Associate members. A designated number of Associates are included in the cost of dues.

### **Dues**

Dues for regular Institutional members are based on an institution's full-time equivalent student enrollment and gross institutional expenditures. (See matrix on next page.) Additional Associates may be added for \$250 per person. System offices may join at a fixed cost of \$505. Higher education institutions outside the U.S. and Canada may join at a fixed cost of \$340 U.S.

### **Benefits**

- Access to a rich network of 5,000 facilities professionals.
- Subscriptions to *Facilities Manager* magazine.
- Access to the virtual Membership Directory & Resource Guide.
- Significant discounts on educational programs, publications, and other APPA products and services.
- A subscription to *Inside APPA*, APPA's biweekly e-newsletter.
- Access to public policy information, including environmental compliance and regulatory updates.
- Access to APPANet—APPA's Web site featuring such online services as the member listserv and members-only services.
- Eligibility for APPA professional awards.
- Opportunities to participate as an APPA officer or committee member.
- Participation in surveys, data collection efforts, research studies and other projects.
- Access to Job Express—APPA's job listing service for facilities professionals whether you are looking for a job or searching for a candidate.
- Eligibility for APPA Professional Development program scholarships.

## Institutional Membership Dues

International Membership is \$340 U.S. System Office membership is \$505

Full Time Enrollment (FTE)	Gross Institutional Expenditures in Millions (GIE)													
	\$0-10M	\$10-25M	\$25-50M	\$50-100M	\$100-200M	\$200-400M	\$400 +M	Number of additional representatives included in basic membership fee						
0-999	\$420	1	\$480	1	\$585	1	\$680	1	\$825	1	\$965	2	\$1245	3
1,000-1,999	\$445	1	\$510	1	\$620	1	\$715	1	\$870	1	\$1070	3	\$1300	3
2,000-2,999	\$495	1	\$600	1	\$665	1	\$780	1	\$920	2	\$1170	3	\$1360	4
3,000-4,999	\$655	1	\$750	1	\$840	1	\$940	2	\$1085	2	\$1245	3	\$1430	4
5,000-11,999	\$830	2	\$865	2	\$960	2	\$1140	3	\$1290	3	\$1445	4	\$1655	4
12,000-19,000	\$950	3	\$1090	3	\$1180	5	\$1290	5	\$1430	5	\$1595	5	\$1790	5
20,000+	\$1095	3	\$1265	3	\$1315	5	\$1505	5	\$1615	5	\$1775	5	\$1985	5

Additional Associate Members in addition to those included above is \$250 each

### Additional Membership Categories:

#### *System Office*

A college or university system that employs a facilities officer who consults or advises other facilities management efforts at two or more institutions operating under the college or university system may join for \$505. The institutions in the system must meet criteria detailed in the APPA bylaws.

#### *International Membership*

Higher education institutions outside of the U.S. and Canada are eligible to join for \$340 U.S. This fee covers a primary contact for the institution. Additional associate memberships are \$250 U.S.

#### *Regional Membership*

In addition, you can also join your local region of APPA using this application. The regional membership structure, benefits, and dues vary. See below for participating regions and dues.

	Institutional	Associate
CAPPA	\$100.00	\$100.00
ERAPPA	25% of APPA dues	25% of APPA dues
MAPPA	10% of APPA dues	10% of APPA dues
PCAPPA	\$75.00	\$25.00
RMAPPA	\$50.00	\$50.00
SRAPPA	\$50.00	\$40.00

# Institutional Membership Application

Select the type of membership desired:    Institutional    International    System Office    Regional \_\_\_\_\_  
(name)

**APPA membership year runs from April 1st through March 31st.**

Organization Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City/State/Zip or Postal Code/Country: \_\_\_\_\_

Phone/Fax: \_\_\_\_\_

**Primary Representative**

Individual's Name: \_\_\_\_\_

Title: \_\_\_\_\_

Address (if different from above): \_\_\_\_\_

\_\_\_\_\_

Phone/ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

**Additional Associates**

Individual's Name: \_\_\_\_\_

Title: \_\_\_\_\_

Address (if different from above): \_\_\_\_\_

\_\_\_\_\_

Phone/Fax: \_\_\_\_\_

E-mail \_\_\_\_\_

Individual's Name: \_\_\_\_\_

Title: \_\_\_\_\_

Address (if different from above): \_\_\_\_\_

\_\_\_\_\_

Phone/Fax: \_\_\_\_\_

E-mail \_\_\_\_\_

Individual's Name: \_\_\_\_\_

Title: \_\_\_\_\_

Address (if different from above): \_\_\_\_\_

\_\_\_\_\_

Phone/Fax: \_\_\_\_\_

E-mail \_\_\_\_\_

## Payment Information

Membership can be paid by credit card or check. Make checks payable to APPA in U.S. funds.

Check enclosed    Purchase order    Please invoice me

Credit card order

Card type:    VISA    Master Card    American Express

Card Expiration: \_\_\_\_\_

Card Number: \_\_\_\_\_

Cardholder's name: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

APPA Membership Dues: \$ \_\_\_\_\_

Additional Associates: \$ \_\_\_\_\_

Regional Dues: \$ \_\_\_\_\_

**TOTAL:** \$ \_\_\_\_\_

## Return Application to:

APPA Membership & Outreach Department  
 1643 Prince Street  
 Alexandria, VA 22314-2818  
 or fax to: (703) 549-2772

If your institution is eligible for more than three Associate members, please list these individuals and their contact information on a separate sheet and submit with this application

**Please contact APPA Membership & Outreach Department at (703) 542-3846 if you have any questions.**