

## Southern Africa Institute of Fundraising

Tel: 071 674 6392

Fax: 086 646 7754

Email: admin@saifundraising.org.za

Web: www.saifundraising.org.za



### THIS MEMBERSHIP WILL BE VALID UNTIL 31 MARCH

PLEASE NOTE - Membership year runs from **1 April to 31 March** the following year, renewable annually and Membership of SAIF is as an **INDIVIDUAL** and NOT as an Organisation and may NOT be transferred.

### FOR OFFICE USE ONLY:

Receipt #:

Membership:

\_\_\_\_\_ **Membership year**

# Application for Membership

I wish to apply for membership of SAIF as:

Associate (up to 3 years experience)

Regular Member (more than 3 years experience)

## PERSONAL & OCCUPATION DETAILS

First name:

Surname:

Title (Mr/Mrs/Ms, etc.)

ID Number:

Business Address:

Postal Code:

Home Address:

Postal Code:

**Postal Address:**

Postal Code:

Contact nrs. Tel:

Fax:

Cell #:

Email:

Employer:

Organisation's Website:

NPO nr. (If applicable):

Legal Structure of Organisation:

NPC

Association not for profit

Trust

Other (if applicable)

*(See next page if employed by Fundraising Company/Consultancy/Self-employed)*

# Application for Membership



## FUNDRAISING PROFILE

Job Title:

Brief Job Description:

Fundraising Experience:

Previous Positions held:	Organisation:	Period of Service:
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1.	1.	1.
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2.	2.	2.
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Other Experience:

*(Optional: attach a short CV)*

## RECOMMENDATION BY EMPLOYER

*(to be completed by the Organisation where applicant is an employee\*)*

*I declare that the information submitted by the applicant is true and correct.*

Typing your name and surname into the signature field constitutes a signature.

Signed: *(Director/Chairperson/Trustee)*

Date:

Name of Director/Chairperson/Trustee:

Postal Address:

Tel #:

Fax #:

Cell #:

*\* Self-employed persons please complete the section below*

## EMPLOYEE OF FUNDRAISING COMPANY/CONSULTANCY/SELF-EMPLOYED

*(This section only to be completed if applicable)*

Name of business:

Self-employed:      Yes      No

Summary of main fundraising services offered:

# Application for Membership



Organisations for which funds were raised in the past:

<i>Organisation:</i>	<i>Contact Name</i>	<i>Telephone #:</i>
1	1	1
2	2	2
3	3	3

## CERTIFICATION AND FORMAL APPLICATION

*\* Please refer to the Code of Professional Ethics before signing.*

I hereby\* certify that:

- My main remuneration is not derived from commission payments or a percentage of funds raised.
- I have read, understand and undertake to observe and abide by the Code of Professional Ethics of the Institute.
- I hereby apply for Membership of the Southern Africa Institute of Fundraising.

Typing your name and surname into the signature field constitutes a signature.

**Signature of applicant:**

**Date:**

## MEMBERSHIP FEES

*(Please note - payments can only be accepted in South African Rands)*

**Membership fee: R700.00 per annum per individual**

### **BANK ACCOUNT INFORMATION**

**Account Name:** Southern Africa Institute of Fundraising

**Bank:** First National Bank

**Please send the form & proof of payment to the SAIF National Office to  
admin@saifundraising.org.za or fax it to +27 (0)86 646 7754.**

**Account #:**

62642359831

**Branch #:** 255355

Herewith completed form and proof of payment.

# SAIF: Code of Professional Ethics



1. We will associate only with organisations and agencies employing ethical fundraising methods, pursuing worthwhile purposes and meeting needs demonstrably valid and consistent with the enhancement of human welfare.
  2. We will provide our fundraising services only for a salary paid to us as employees of an organisation or agency on whose behalf we work to raise funds or as retained consultants on the basis of a specified fee determined prior to the commencement of the fundraising endeavour in respect of which our services are retained.
  3. We will encourage and give our full support to the provision of education and training of the highest practicable standards for those responsible for fundraising activities and do our utmost to improve technical and other performance standards within the profession; we will foster the sharing of ideas, experiences and practices so as to contribute as we can to the common pool of fundraising knowledge, to the good of organisations and agencies on whose behalf fundraisers work, and to the success of the causes and the welfare of the people such organisations and agencies seek to serve.
  4. We shall, among other things in respect of any organisation or agency we professionally serve: form predictions of fundraising results only on the basis of prior professional assessment of the particular circumstances and their bearing upon considerations important to such results; respect and safeguard the confidentiality proper to a professional relationship; unremittingly pursue our professional responsibilities placing before our own personal interests the best interests of the organisation or agency, its cause and those it endeavours to serve; recognize and discharge obligations to the organisation or agency in giving counsel and assistance in respect of the fulfilment of subscription, recording and other aspects of internal fundraising management.
  5. We will in good faith co-operate with fellow practitioners in curbing malpractice and eliminating unethical and undesirable conduct within or impinging upon the fundraising profession and in particular will oppose and will not be party to:
    - a. Misrepresentation in any form including exaggerated claims of past achievements or offers or promises to raise unobtainable sums of money;
    - b. Contracts or undertakings for fundraising services on the basis of a guarantee in respect of results or compensation in any form for the non-achievement of declared financial objectives, or involving: hidden costs to the organisation or agency recipient of the fundraising service; fees or payment for service as a percentage of or commission on amount raised, or any payment as a premium for achieving a prescribed financial result.
    - c. Payments in cash or kind made to an employee, officer, trustee or advisor of an organisation or agency as a compensation for using influence in respect of the engagement of fundraising counsel.
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