

2016 Institutional Membership Commitment Form

Renewal Deadline: October 22, 2015 / **Renewal Period:** January 1, 2016 – December 31, 2016
Return to: Traycee Lane, Membership Coordinator, by email at traycee@inarf.org

1) OUR MEMBERSHIP COMMITMENT:

Through our membership renewal, we affirm our commitment to the following (*Please confirm by initialing*):

- _____ We agree to uphold the Vision, Mission and Values of the Association,
- _____ We agree not to subvert the Association's goals and objectives,
- _____ We commit to make a good faith effort to participate in Association activities including participating in membership meetings, responding to calls for action, and responding to requests for data, and
- _____ We have read and understand the Institutional Membership Policies as stated on the reverse page.

2) OUR FINANCIAL COMMITMENT:

- a. Membership Dues - Our revenue* figure used to determine our Annual Dues is: \$ _____

* Revenue includes total revenue and support from the most recent fiscal year, less investment income, one-time extraordinary contributions, revenue from out of state operations, any gain on the sale of an asset, or revenue passed directly through the agency from one independent company to another.

- b. Sponsorship - In addition to our commitment to support the Association as an engaged member, we commit our financial support to the following Professional Development & Advocacy activities:

▪ ANNUAL CONFERENCE

Please visit conference.inarf.org to view additional information and to commit your support.

▪ ANNUAL LEGISLATIVE AWARDS LUNCHEON

INARF had great support at the [2015 Legislative Awards Luncheon](#), which honors industry supporters. We commit our support to the 2016 luncheon in the amount of:

▪ DIRECT SUPPORT PROFESSIONALS OF INDIANA

In support of efforts to develop a highly competent human services workforce, such as the [DSPIN Annual Conference](#) and the [Costa N. Miller Scholarship Fund](#), we commit our support to the following (enter any dollar amount):

DSPIN Annual Conference Sponsorship: \$ _____

Costa N. Miller Scholarship Fund: \$ _____

3) RENEWAL DATA RESOURCES:

The following staff members will serve as the primary point of contact for providing the information below:

MARKETING AND SPONSORSHIP INFORMATION (Coordinates your organization's visibility for events)



PROFILE INFORMATION (Maintains up-to-date staff and organization contact information)



PROGRAM INFORMATION (Maintains services received and funding sources for consumers served)



4) SUBMITTED BY:

By submitting this form, I confirm that all information is correct to the best of my knowledge.

Organization Name: _____

Signature: _____ Title: _____

Printed Name: _____ Date: _____

Institutional Membership Policies

1. Upon application and annually thereafter through the renewal process, INARF members commit to INARF's mission and acknowledge and respect INARF's values and principles.
2. INARF's membership terms are based on a calendar year. When a member commits to membership, they commit to fulfill their full year's dues assessment. In the case of a new member who joins in the middle of a membership year, their dues assessment will be pro-rated based on the remaining quarters in the current calendar year.
3. If a member is purchased by or merges with another company mid-year, the new company is responsible for paying any remaining dues of the original member for the current calendar year.
4. Pursuant to the by-laws, an entity shall promptly pay the annual membership dues and any special assessment that the Board of Directors may determine, from time to time, is due. If an entity does not pay the annual membership dues or the special assessment when due, the Association may issue to that entity a notice that requires the amount owing to be paid within forty-five (45) days after the notice is issued, and upon the entity's failure to pay within that period, such entity's membership in the Association is automatically terminated.
5. Membership dues are based on the member agency's revenue which is comprised of total revenue and support from the most recent fiscal year, less investment income, one-time extraordinary contributions, revenue from out of state operations, any gain on the sale of an asset, or revenue passed directly through the agency from one independent company to another. Items that should not be excluded include revenue from the provision of a service and production income.
6. The membership dues formula allows INARF members to use a stratified methodology which allows for a gradual increase into the next level. It contains nine tiers – the first tier is for agencies with annual revenue under \$500,000 and the top tier is for agencies with annual revenue of \$20 Million and up. The minimum dues amount was \$1,100 and the maximum dues amount was \$19,964 for 2015 to be increased annually by the CPI (3rd quarter).
7. Any new member which has no revenue history shall pay the minimum amount for their first year of membership. For their 2nd year of membership, they shall pay \$1,100 or 50% of their calculated dues, whichever is greater. By their 3rd calendar year of membership, they shall pay their full amount of calculated dues.
8. Any agency's dues are limited to a 33% increase each year for a limit of three consecutive years, and then the full calculated dues would apply.
9. Members are given a grace period to submit their 2016 Institutional Member Commitment Form until January 31, 2016 and they will continue to receive member benefits. Any agency that does not submit a commitment form by this time will have their member benefits suspended effective February 1, 2016 until the time that an annual commitment form is received.

Rev. 10-1-15