

2015-2016

# APPA **Institutional** Membership Application

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 1st through March 31st.

## **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. An unlimited number of Associates are included in the cost of dues.

## **Dues**

Dues for colleges and universities located within the U.S. and Canada 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 at no cost to the institution.

See the next page for dues requirements of other eligible institutions, to include those outside of the U.S. and Canada, K-12 schools, system offices, libraries, and museums.

## **Benefits**

- Access to a rich network of 10,000 facilities professionals.
- Subscriptions to *Facilities Manager* magazine.
- Access to the virtual Membership Directory & Resource Guide.
- Significant discounts on Professional Development 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.

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Two- and 4-year higher education institutions, use the following chart to determine your dues:

Full time Enrollment (FTE)	Gross Institutional Expenditures in Millions (GIE)						
	\$0-10M	\$10-25M	\$25-50M	\$50-100M	\$100-200M	\$200-400M	\$400+M
0-999	\$495	\$570	\$700	\$810	\$985	\$1,150	\$1,480
1,000-1,999	\$535	\$610	\$740	\$860	\$1,035	\$1,275	\$1,555
2,000-2,999	\$590	\$715	\$795	\$925	\$1,105	\$1,395	\$1,620
3,000-4,999	\$780	\$895	\$1,005	\$1,125	\$1,295	\$1,480	\$1,710
5,000-11,999	\$990	\$1,030	\$1,145	\$1,360	\$1,540	\$1,725	\$1,975
12,000-19,999	\$1,135	\$1,300	\$1,405	\$1,540	\$1,710	\$1,905	\$2,135
20,000+	\$1,305	\$1,510	\$1,565	\$1,795	\$1,930	\$2,115	\$2,375

Dues include unlimited Additional Associate members

## Additional Membership Categories:

### K-12 School, School District Membership, Libraries, and Museums:

Non-degree granting institutions of learning that accommodate either a facilities or physical plant department within its internal operations are eligible to join for a flat-fee of \$600. This fee covers a primary contact and unlimited associate members for the institution.

### System Office Membership

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 \$600. 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 \$410 U.S. This fee covers a primary contact and unlimited associate members for the institution.

### Regional Membership

In addition to APPA membership, it is strongly encouraged that you also join your local region using this application. Regional dues and benefits may vary. See below for regional dues schedule.

Region	Institutional	Associate
CAPPA	36% of APPA dues	\$0 for CAPPA member institutions
ERAPPA	25% of APPA dues	\$0 for ERAPPA member institutions
MAPPA	15% of APPA dues	\$0 for MAPPA member institutions
PCAPPA	13% of APPA dues	\$0 for PCAPPA member institutions
RMA	31% of APPA dues	\$0 for RMA member institutions
SRAPPA	15% of APPA dues	\$0 for SRAPPA member institutions

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Select membership desired:  Higher-Ed  Community College  International  K-12  
 System Office  Library/ Museum

Region 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: \_\_\_\_\_

## Payment Information

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

Check  Purchase Order  Invoice Me

Credit Card Order

Card type:  VISA  Master Card  AmEx

Card Number \_\_\_\_\_ Expiration \_\_\_\_\_

Cardholder's Name \_\_\_\_\_

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

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

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

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

## 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 \_\_\_\_\_

## 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.

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

