



The Organizing AuthoritySM

NAPO-NY Regular Membership Application

Regular Membership is the membership option available to **individuals** doing or considering doing business as an Organizer; membership is not transferable. You must be a member of NAPO to be a Regular NAPO-NY Member. **Please note that renewals made after the last day of your renewal month will incur a \$25 late fee. This fee must be included in your payment to process your renewal.**

PART ONE: DIRECTORY INFORMATION

I am a member of NAPO. My NAPO ID number is _____.

(If you do not know your NAPO ID, you must provide another form of proof of NAPO membership with this application. **You must be a NAPO member prior to joining the NAPO-NY Chapter.**)

I want to join or renew (circle one) NAPO-NY as:

Regular Member Option #1 (\$150)

Individual doing or considering doing business as an Organizer; with voting and office-holding rights.

\$

Regular Member Option #2 (\$50)

Individual residing outside a 100-mile radius of Times Square, New York City, doing or considering doing business as an Organizer; with voting and office-holding rights.

\$

Additional Category Specialties _____ X \$3 =

Each member is allowed Ten (10) free specialties to register in our proprietary referral system. Add \$3 for each additional specialty selected in PART FOUR.

\$

I have been a NAPO member for over 3 years and want to join the Coaches List (\$25/year)

\$

I want to join the Assistants List (\$25/year)

\$

One-time Processing Fee for New Members (\$15)

\$

Late Fee for Members renewing after the last day of their renewal month (\$25)

\$

TOTAL AMOUNT ENCLOSED: \$

Make check payable to **NAPO-NY**. Mail check and completed application to:

NAPO-NY, Membership

459 Columbus Avenue, PMB 210

New York, NY 10024

Online application and credit card processing available at www.napo-ny.net

DATE: _____

MEMBERSHIP APPLICATIONS AND DUES WILL NOT BE ACCEPTED AT CHAPTER MEETINGS.

NAME:

COMPANY NAME:

ADDRESS:

BUSINESS PHONE:

CELLULAR PHONE:

FAX:

HOME PHONE:

PRIMARY E-MAIL:

WEBSITE:

ALTERNATE E-MAIL (if available):

PART TWO: BIO & VOLUNTEERING

Please submit a bio so that other NAPO-NY members can know more about you and your work. If you do not have a website, you may also submit a promotional bio that will be made available to the general public. **BIOS MUST BE E-MAILED IN PARAGRAPH FORM** to database@napo-ny.net. **Bios in any other formats will not be entered into the database. Bios that exceed the word limits indicated below will be truncated.**

MEMBERS ONLY BIO: A paragraph of up to **75 words** that describes you and your background. This bio will be available to members only on the NAPO-NY website.

PROMOTIONAL BIO: If you do not have a website, submit a typed paragraph of up to **50 words** that describes your business. This bio will be made available to the general public on the NAPO-NY website.

NAPO-NY is a member driven organization. We rely exclusively on the efforts of volunteers.
Choose the areas below where your talents will best benefit the chapter and your personal interests.

- | | | |
|---|--|--|
| <input type="checkbox"/> Certification Liaison | <input type="checkbox"/> Library | <input type="checkbox"/> Public Relations |
| <input type="checkbox"/> Chapter Communications | <input type="checkbox"/> Marketing | <input type="checkbox"/> Room Set-Up/Prep |
| <input type="checkbox"/> Community Service | <input type="checkbox"/> Membership | <input type="checkbox"/> Tasks I can do at home |
| <input type="checkbox"/> Discussion Moderator | <input type="checkbox"/> Newsletter | <input type="checkbox"/> Technology |
| <input type="checkbox"/> Event Planning | <input type="checkbox"/> Product Development | <input type="checkbox"/> Website |
| <input type="checkbox"/> Fundraising | <input type="checkbox"/> Programs | <input type="checkbox"/> I am not able to volunteer at this time |

PART THREE: 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, 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.

Clients: Confidentiality and Conflict of Interest

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.

Signature

Date

PART FOUR: NAPO-NY REFERRAL SYSTEM

The NAPO-NY Referral System matches potential clients to members by location and services on a rotating basis. If you are not working as an Organizer or are not ready to have your name placed in the referral system check here . Be sure to e-mail napo@napo-ny.net when you are ready to have your name placed in the referral system.

Please check all the locations where you will work:

- | | | | |
|--|--|--|--|
| <input type="checkbox"/> Bronx | <input type="checkbox"/> Delaware & Sullivan | <input type="checkbox"/> Nassau | <input type="checkbox"/> Southern NJ |
| <input type="checkbox"/> Brooklyn | <input type="checkbox"/> Rockland | <input type="checkbox"/> Suffolk | <input type="checkbox"/> Fairfield |
| <input type="checkbox"/> Manhattan | <input type="checkbox"/> Putnam & Dutchess | <input type="checkbox"/> Albany & Vicinity | <input type="checkbox"/> Hartford & Tolland |
| <input type="checkbox"/> Queens | <input type="checkbox"/> Ulster & Orange | <input type="checkbox"/> Northern NY | <input type="checkbox"/> Litchfield |
| <input type="checkbox"/> Staten Island | <input type="checkbox"/> Central NY | <input type="checkbox"/> Northern NJ | <input type="checkbox"/> New Haven & Middlesex |
| <input type="checkbox"/> Westchester | <input type="checkbox"/> Western NY | <input type="checkbox"/> Central NJ | <input type="checkbox"/> Windham & New London |

Check up to Ten (10) Services. Additional listings \$3 each (See payment schedule, PART ONE).

BUSINESS ORGANIZING

- General Business Organizing
- General Space Organizing
- Ergonomics
- Office – Commercial
- Office – Home
- Storage/Warehouse
- Unpacking & Move In

INFORMATION

- Electronic Only
- Financial/Bookkeeping
- Inventory/Assets Control
- Paper & Electronic
- Paper Only

EVENTS

- Event/Meeting Planning
- Moving/Relocation

SPECIALIZED SERVICES

- Author/Writer
- Business Coach
- Coach for Professional Organizer
- Feng Shui
- Green Organizing
- Group Training
- International Travel
- National Travel
- Personal Coach
- Public Speaking
- Time Management

SPECIAL POPULATIONS

- American Sign Language
- Attention Deficit/Hyperactivity Disorder
- Chronic Disorganization
- People with Physical Disabilities

INDUSTRY SPECIFIC

- Legal Offices
- Manufacturing
- Medical Offices

RESIDENTIAL ORGANIZING

- General Residential Organizing
- General Space Organizing
- Closet Organizing
- Garages/Attics/Basements
- Home Office
- Kitchens
- Other Rooms
- Unpacking & Move in

INFORMATION

- Electronic Only
- Finances/Bookkeeping
- Paper & Electronic
- Paper Only
- Photographs/Memorabilia/Collections

EVENTS

- Estate Management
- Garage/Estate Sale
- Moving/Relocation

SPECIALIZED SERVICES

- Author/Writer
- Coach for Professional Organizer
- Feng Shui
- Green Organizing
- Group Training
- Personal Coach
- Public Speaking
- Time Management

SPECIAL POPULATIONS

- American Sign Language
- Attention Deficit/Hyperactivity Disorder
- Children
- Chronic Disorganization
- Hoarding
- People with Physical Disabilities
- Seniors
- Students