



**Job Posting / Mailing Labels
Payment Form**

The Association of Fundraising Professionals is the leading professional association for fundraisers working for not-for-profit and philanthropic organizations. The Greater Houston Chapter of AFP boasts a growing membership of almost 500 professional members and reaches out to more than 4,000 Houstonians and organizations involved in the philanthropic process. The Chapter offers two options for organizations that have a need to publicize career opportunities to our general membership.

ONLINE JOB POSTING AND LISTING IN THE CAREER CORNER SECTION OF THE MONTHLY NEWSLETTER, \$100.00

- ⇒ All ads MUST be prepaid with check or credit card. Purchase orders and invoices are not accepted.
- ⇒ Listing in the newsletter mailed near the 1st of the month. Newsletter listing includes the organization name and the position available. Thirty (30) day posting on the www.afphouston.org website.
- ⇒ Maximum length of job posting is 100 words, entries exceeding the 100 word maximum will delay posting.
- ⇒ Display ads NOT accepted, text only.
- ⇒ Newsletter editor has the discretion to edit postings to fit space or to follow common punctuation/grammatical standards.
- ⇒ Deadline for job posting submissions is the 10th of the month proceeding the newsletter publication month. There is not a newsletter publication in August.
- ⇒ Once the payment form has been received and you have added the posting to the Job Posting section of the www.AFPHouston.org website under Add New Posting your posting is automatically be emailed to the AFP Chapter Manager for approval and possible editing. Once approved your position will be posted online and submitted for the next newsletter publication. Please allow at least 48 hours for processing.

MEMBERSHIP MAILING LABELS \$125 FOR NON-PROFIT ORGANIZATIONS/ \$200 FOR PROFIT ORGANIZATIONS

- ⇒ Material to be mailed must be submitted for approval to the AFP Chapter Office via facsimile to 713.839.1453. (Please allow at least 48 hours for approval)
- ⇒ Labels must be prepaid with check or credit card. Purchase orders and invoices are not accepted.
- ⇒ Labels are printed on Avery 5160 while laser stock (30/page) in last name alpha order.
- ⇒ By submitting this request form, the advertiser agrees that labels are released for a one-time use only on the approved mailing.

ORDER FORM **FAX WITH CREDIT CARD INFORMATION To 713.839.1453**

_____ Online/Newsletter Job Posting \$100 _____ Chapter Mailing Labels \$125 non-profit or \$200 for profit; Mail sample attached

Job Description _____ Date of Online Submission _____

Contact Name _____ Title _____

Organization _____ Phone _____

Address _____ e-mail _____

City _____ State _____ Zip _____

Method of Payment: Payment may be made by credit card or check. Complete this form and fax with credit card information to 713839.1453. Make checks payable to the Association of Fundraising Professionals -Greater Houston Chapter and mail to P.O. Box 59, Bellaire, TX 77402,

- Check is enclosed Charge this credit card \$ _____ American Express MasterCard Visa Discover

Credit Card # _____ Date: _____

Name as appears on card _____ Signature: _____

_____ I acknowledge that the online posting will take 2 business days for processing and online submissions exceeding the 100 word maximum will delay processing.