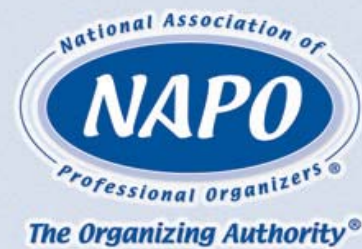




Touch the Sky with NAPO

Membership Brochure



Frequently Asked Questions

What is NAPO?

The preeminent national association dedicated to the field of organizing, the National Association of Professional Organizers® (NAPO) is The Organizing Authority®. Formed in 1985 as a not-for-profit educational, professional association, NAPO is dedicated to serving its thousands of members through education, networking, industry resources, and promotion of the profession to the public. NAPO's mission is to develop, lead, and promote professional organizers and the organizing industry. The Association's website is www.napo.net.

Who belongs to NAPO?

NAPO members span the organizing industry, ranging from novices to seasoned veterans. In addition to professional organizers who specialize in residential, small business, and corporate organizing, members include organizing consultants, productivity and efficiency experts and specialists, speakers, trainers, authors, coaches, practitioners, educators, employees of professional organizers, and manufacturers of organizing products.

Can I join just my local NAPO chapter?

Chapter membership is dependent on national membership. Chapter membership is optional.

How do I join?

You have two options:

1. Complete the enclosed membership application form and submit your payment and required documentation (for Industry Members) to NAPO Headquarters by mail, email or fax; or
2. Join online* at www.napo.net/join/.

**NOTE: Industry Members with employees, Employees of Industry Members and Emeritus Members do not have the option to join or renew online and must complete and submit their application and payment by mail, email or fax.*

Membership Category Descriptions

Industry Member – Provisional: You can join NAPO as an Industry Member – Provisional Member if you are an individual who has been doing business primarily in the field of professional organizing services for less than one year. In addition to other NAPO membership benefits, Industry Member – Provisional Members receive a moderated listserv dedicated to first-year members' questions and concerns, plus valuable discounts on professional development, including 10% off the Industry Member rate for the Annual Conference and 10% off the Industry Member rate for one introductory 100-level NAPO teleclass, to be used in the Provisional Membership year. Industry Member – Provisional members are not entitled to voting privileges and may not hold office or serve on the Board of Directors. Industry Member – Provisional members are listed in the online Membership Directory, located on the Members Only section of the NAPO website, but are not displayed in the Professional Organizer Director located on the Association's homepage.

Industry Member: You can join NAPO as an Industry Member if you are an individual who has either completed your Industry Member - Provisional Membership year or are a new member to NAPO with more than one year of experience doing business primarily in the field of professional organizing services. Industry Membership is offered at two levels: Level 1 – Industry Members without employees and Level 2 – Industry Members with employees. In addition to other NAPO benefits, Industry Members are listed in the Professional Organizer Directory, and can participate in product development research. Industry Members are entitled to voting privileges, and may hold office and serve on the Board of Directors.

Employee of Industry Member: You can join NAPO as an Employee of Industry Member if you are an individual who is a current employee of an Industry Member and who is employed to do business primarily in the field of professional organizing services. Employees of Industry Members receive valuable discounts on professional development, including 10% off the Industry Member rate for the Annual Conference and 10% off the Industry Member rate for NAPO teleclasses. Employees of Industry Members are not entitled to voting privileges and may not hold office and serve on the Board of Directors. Employees of Industry Members are listed as employees under the Industry Member's listing in the online Membership Directory, located on the Members Only section of the NAPO website, but are not displayed in the Professional Organizer Director located on the Association's homepage.

Emeritus Member: You can join NAPO as an Emeritus Member if you are retired from doing business primarily in the field of professional organizing services, are at least 55 years of age, and have been a member of NAPO for at least 15 consecutive years. Emeritus Members are not entitled to voting privileges and may not hold office or serve on the Board of Directors.

NAPO Programs & Services

NAPO Annual Conference and Organizing Exposition

A 4-day educational event consisting of organizing classes, products, awards, and networking, the NAPO Annual Conference and Organizing Exposition provides a myriad of opportunities for personal and professional growth. The conference features workshops on a wide variety of organizing topics that appeal to virtually every level of professional organizer—from those just starting in the industry to seasoned veterans. Visit www.napo.net/conference/ to learn more about NAPO's upcoming conference.

Professional Organizer Curriculum

NAPO offers four levels of classes designed to meet the needs of organizers with varying degrees of experience. Year-round curriculum and Annual Conference classroom formats are offered to accommodate different learning styles and budget constraints. Visit www.napo.net/our_profession/education/curriculum.aspx to view a schedule and course descriptions.

NAPO News

The bi-monthly newsletter, *NAPO News*, is the official publication of the National Association of Professional Organizers. It is distributed six times a year, in fully-interactive digital format, as a benefit of membership.

Get Organized MonthSM

Get Organized MonthSM is held each year throughout the month of January. The purpose of this program is to raise awareness, in the eyes of both the general public and media, of the benefits of getting organized and of hiring a NAPO professional organizer. Visit www.napo.net/who/involvement/go_month.aspx for more information.

NAPO in the Schools

A community outreach program started in 2004 by the Los Angeles Chapter of the National Association of Professional Organizers; NAPO in the Schools sends professional organizers into the classroom with a totally interactive presentation that teaches students basic organizing principles and the benefits of being organized. Visit www.napo.net/who/involvement/naposchools.aspx for more information.

Quantum Leap[®]

NAPO's community service program, Quantum Leap[®], was founded on the premise that making an important positive shift in life is difficult—if not impossible—without basic organizing skills. The program provides free organizational skills training to people in life transitions who cannot afford but critically need professional guidance. Visit www.napo.net/who/involvement/quantum.aspx for more information.

CPO[®] Certification

Demonstrate your professionalism and commitment to the organizing industry by sitting for the CPO[®] (Certified Professional Organizer[®]) exam. Visit www.napo.net/our_profession/certified.aspx for eligibility requirements and details on examination administration.

NAPO Local Chapters

NAPO members are eligible for Chapter membership. NAPO's local Chapters are a dynamic addition to the national organization. They provide personal support and mentoring for professional organizers in their home markets. Chapter contact information is available at www.napo.net/who/chapters.aspx. Contact a local chapter for information regarding open meetings.

Affiliations

NAPO is affiliated with the Institute for Challenging Disorganization (ICD), Professional Organizers in Canada (POC), the National Association of Senior Move Managers (NASMM) and Children and Adults with Attention-Deficit/Hyperactivity Disorder (CHADD). In addition, NAPO is a member of the International Federation of Professional Organizing Associations (IFPOA).

Member Benefits

- **Members-Only Discounts:** on NAPO's Annual Conference and Organizing Exposition, advertising in *NAPO News* and Organizing Showcase, the Certified Professional Organizer® (CPO®) program, and educational courses that include teleclasses and classroom instruction. (*Industry Member-Provisional Members receive an additional 10% discount on membership, conference registration, and one introductory NAPO course; Employees of Industry Members receive an additional 10% discount on conference registration and NAPO teleclasses*).
- **Affinity Programs:** NAPO leverages the power of numbers—even sole proprietors now have access to such business essentials as long-term care insurance, liability insurance, a prescription discount drug card, credit-card processing services, shopping cart solutions, a web site builder and e-learning solutions.
- **NAPO News:** NAPO's bimonthly fully-interactive digital newsletter containing industry and association news, feature articles, and advice.
- **NAPO E-News Blasts:** monthly e-newsletters featuring up-to-the-minute news and tips.
- **Members-Only Section of NAPO's Website:** including NAPO's membership directory, document library, listservs (including a moderated listserv for first-year members), access to product information and discounts, and more.
- **The Industry Exchange:** connection to Corporate Associate Members who can help with new organizing solutions and products and who offer discounts and promotions available only to NAPO members [*Please note: only Corporate Associate Members may place listings on the Industry Exchange*].
- **Local Chapter Membership:** convenient educational, promotional, volunteer, networking, and mentorship opportunities (*Chapter membership is additional*).
- **Special Interest Groups (SIGs):** SIGs focus on a specialized service, unique skill, topic area, or market. SIG membership (*additional fee*) furthers knowledge and skills in areas of expertise, and provides a community of colleagues for information-sharing.
- **Events Calendar Postings:** NAPO Chapters and NAPO Members (*Industry Members, Industry Member-Provisional, and Corporate Associate*) can post events to NAPO's online public Events Calendar that are relevant to Get Organized MonthSM and National Preparedness Month. In addition, NAPO Chapters can post announcements about regional conferences and other Chapter-sponsored events.
- **Golden Circle Membership:** prestigious designation available only to seasoned professional organizers who have been professional organizers 5 or more years and a NAPO member for at least one year.
- **Public Relations and Cooperative Marketing Efforts:** to build nationwide awareness of the organizing industry in both residential and business spheres.
- **NAPO's Member Logo:** for use on marketing materials, letterhead, and business cards, adding professional credibility.
- **Informational Brochures:** to distribute to potential and current clients.
- **Proprietary Industry Research:** participation and information.
- **Leadership Opportunities (Serve on the Board of Directors and Committees):** that provide experience, exposure, and the opportunity to affect the future of the organizing industry on the national and local level (*Industry and Corporate Associate Members only*).
- **Participation in National Organizing Events:** including Get Organized MonthSM and National Preparedness Month.
- **Quantum Leap®:** NAPO's community service program.
- **NAPO in the Schools:** NAPO's community outreach program that brings professional organizers into the classroom.
- **NAPO's Online Professional Organizer Directory** (*Industry Members only — Industry Member-Provisional Members, Employees of Industry Members and Emeritus Members are not listed in this directory*).
- **Affiliation with Other Associations:** including Professional Organizers in Canada (POC), the National Association of Senior Move Managers (NASMM), and the Institute for Challenging Disorganization (ICD). In addition, NAPO is a member of the International Federation of Professional Organizing Associations (IFPOA).

Visit www.napo.net for more information



NAPO Membership Application Industry, Employee of Industry and Industry Member-Provisional Membership

For information on becoming a Corporate Associate Member or Corporate Partner, please contact NAPO at (856) 380-6828 or visit www.napo.net.

Please be sure that all information is as complete as possible. Address, phone number, email address, and website will be listed in NAPO's online Membership Directory.

Membership Type:

Annual Dues:

- | | |
|--|-------------------------------|
| <input type="checkbox"/> Industry Member – Provisional | \$205 |
| <input type="checkbox"/> Emeritus Member – for retired Professional Organizers | \$ 50 |
| <input type="checkbox"/> Industry Member* – without employees (Level 1) | \$235 |
| <input type="checkbox"/> Industry Member* – with employees joining NAPO (Level 2) | \$285 |
| <input type="checkbox"/> Employee of Industry Member (1-4 employees)** | \$155 (<i>per employee</i>) |
| <input type="checkbox"/> Employee of Industry Member (5+ employees)** | \$128 (<i>per employee</i>) |

National Processing Fee (one-time only) <i>(Not required for Emeritus Membership or Industry Members with employees who are current members)</i>	\$ 25
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Industry Member - Organizing Services in excess of 10 (\$3 each) <i>(Not applicable to Industry Member – Provisional Members, Employees of Industry Members, or Emeritus Members)</i>	\$ _____
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TOTAL \$ _____

***Industry Member – Documentation Requirements**

To join as an Industry Member, you must provide copy of documentation to substantiate your activity in the organizing business for a minimum of one (1) year. All documents must include your business or employer's name and a date that is one (1) year prior to your application. Please submit one of the following forms of documentation with your application:

- Business License
- Fictitious Business Name Certificate
- State Service Mark Certificate
- Federal Service Mark Certificate
- Resale License issued in business name
- Articles of Incorporation
- IRS Schedule C dated one year earlier and your latest IRS schedule C, both illustrating your business name
- Business bank statement dated one year earlier and your latest business bank statement, both illustrating your business name
- W2 or 1099 indicating at least one year of employment as a Professional Organizer

****Employee of Industry Member – Documentation Requirements**

Level 2 Industry Members (i.e. employers) are required to submit a copy of a W2 form for each employee, seeking Employee of Industry Member membership, with their application.

INDUSTRY MEMBER - PROVISIONAL:

First Name: _____ Middle: _____ Last Name: _____
Company: _____ Title: _____
Address: _____ Home Office
City: _____ State: _____ Zip Code: _____ Country: _____
Phone: _____ Home Office
Fax: _____ Home Office
Email: _____ Home Office

EMERITUS:

Membership Number (if current member): _____
Date of Birth*: _____
Term of NAPO Membership*: from _____ to _____
First Name: _____ Middle: _____ Last Name: _____
Company: _____ Title: _____
Address: _____ Home Office
City: _____ State: _____ Zip Code: _____ Country: _____
Phone: _____ Home Office
Fax: _____ Home Office
Email: _____ Home Office

***Information is required as eligibility for this level of membership stipulates that an individual 1) be at least 55 years of age and 2) must have been a NAPO member for a total of 15 consecutive years.**

INDUSTRY MEMBER:

Note: Those industry members with employees, whether a current member or a new member, are required to complete the following information as part of the application process. New industry members without employees are not required to complete the "Employee of Industry Member" portion of the application.

Please check one: () New Member () Existing Member
Please check one: () Level 1 (without employees) () Level 2 (with employees)

Membership Number (if current member): _____
First Name: _____ Middle: _____ Last Name: _____
Company: _____ Title: _____
Address: _____ Home Office
City: _____ State: _____ Zip Code: _____ Country: _____
Phone: _____ Home Office
Fax: _____ Home Office
Email: _____ Home Office

EMPLOYEE(S) OF INDUSTRY MEMBER:

Note: the annual membership dues for 1-4 employees under the primary Industry Member are \$150/per employee.

1. Please check one: () New Member () Existing Member

Membership Number (if current member): _____

First Name: _____ Middle: _____ Last Name: _____

Company: _____ Title: _____

Address: _____ Home Office

City: _____ State: _____ Zip Code: _____ Country: _____

Phone: _____ Home Office

Fax: _____ Home Office

Email: _____ Home Office

2. Please check one: () New Member () Existing Member

Membership Number (if current member): _____

First Name: _____ Middle: _____ Last Name: _____

Company: _____ Title: _____

Address: _____ Home Office

City: _____ State: _____ Zip Code: _____ Country: _____

Phone: _____ Home Office

Fax: _____ Home Office

Email: _____ Home Office

3. Please check one: () New Member () Existing Member

Membership Number (if current member): _____

First Name: _____ Middle: _____ Last Name: _____

Company: _____ Title: _____

Address: _____ Home Office

City: _____ State: _____ Zip Code: _____ Country: _____

Phone: _____ Home Office

Fax: _____ Home Office

Email: _____ Home Office

4. Please check one: () New Member () Existing Member

Membership Number (if current member): _____

First Name: _____ Middle: _____ Last Name: _____

Company: _____ Title: _____

Address: _____ Home Office

City: _____ State: _____ Zip Code: _____ Country: _____

Phone: _____ Home Office

Fax: _____ Home Office

Email: _____ Home Office

EMPLOYEE(S) OF INDUSTRY MEMBER:

Note: the annual membership dues for 5+ employees under the primary Industry Member are \$125/per employee.

5. Please check one: () New Member () Existing Member

Membership Number (if current member): _____

First Name: _____ Middle: _____ Last Name: _____

Company: _____ Title: _____

Address: _____ Home Office

City: _____ State: _____ Zip Code: _____ Country: _____

Phone: _____ Home Office

Fax: _____ Home Office

Email: _____ Home Office

6. Please check one: () New Member () Existing Member

Membership Number (if current member): _____

First Name: _____ Middle: _____ Last Name: _____

Company: _____ Title: _____

Address: _____ Home Office

City: _____ State: _____ Zip Code: _____ Country: _____

Phone: _____ Home Office

Fax: _____ Home Office

Email: _____ Home Office

7. Please check one: () New Member () Existing Member

Membership Number (if current member): _____

First Name: _____ Middle: _____ Last Name: _____

Company: _____ Title: _____

Address: _____ Home Office

City: _____ State: _____ Zip Code: _____ Country: _____

Phone: _____ Home Office

Fax: _____ Home Office

Email: _____ Home Office

8. Please check one: () New Member () Existing Member

Membership Number (if current member): _____

First Name: _____ Middle: _____ Last Name: _____

Company: _____ Title: _____

Address: _____ Home Office

City: _____ State: _____ Zip Code: _____ Country: _____

Phone: _____ Home Office

Fax: _____ Home Office

Email: _____ Home Office

9. Please check one: () New Member () Existing Member

Membership Number (if current member): _____

First Name: _____ Middle: _____ Last Name: _____

Company: _____ Title: _____

Address: _____ Home Office

City: _____ State: _____ Zip Code: _____ Country: _____

Phone: _____ Home Office

Fax: _____ Home Office

Email: _____ Home Office

10. Please check one: () New Member () Existing Member

Membership Number (if current member): _____

First Name: _____ Middle: _____ Last Name: _____

Company: _____ Title: _____

Address: _____ Home Office

City: _____ State: _____ Zip Code: _____ Country: _____

Phone: _____ Home Office

Fax: _____ Home Office

Email: _____ Home Office

11. Please check one: () New Member () Existing Member

Membership Number (if current member): _____

First Name: _____ Middle: _____ Last Name: _____

Company: _____ Title: _____

Address: _____ Home Office

City: _____ State: _____ Zip Code: _____ Country: _____

Phone: _____ Home Office

Fax: _____ Home Office

Email: _____ Home Office

12. Please check one: () New Member () Existing Member

Membership Number (if current member): _____

First Name: _____ Middle: _____ Last Name: _____

Company: _____ Title: _____

Address: _____ Home Office

City: _____ State: _____ Zip Code: _____ Country: _____

Phone: _____ Home Office

Fax: _____ Home Office

Email: _____ Home Office

Industry Member - Organizing Services

Please turn to the next page to select the organizing services you would like to appear in your profile in the online Membership and Professional Organizer Directories

How did you hear about NAPO? (Check all that apply)

- | | |
|--|---|
| <input type="checkbox"/> www.napo.net (WEB) | <input type="checkbox"/> industry suppliers or partners (IND) |
| <input type="checkbox"/> Search engine (SCH)
(e.g., Google, Yahoo) | <input type="checkbox"/> local NAPO chapter (CHP) |
| <input type="checkbox"/> NAPO's conference (CON) | <input type="checkbox"/> event sponsored by NAPO, or a NAPO chapter (EVT) |
| <input type="checkbox"/> Print media (PRT) | <input type="checkbox"/> client (CLT) |
| <input type="checkbox"/> Online media (ONL) | <input type="checkbox"/> friend or family member (FAM) |
| <input type="checkbox"/> Broadcast (TV/radio) media (TVR) | <input type="checkbox"/> Get Organized Month (GOM) |
| <input type="checkbox"/> NAPO member (MEM) Name _____ | <input type="checkbox"/> affiliated organizations (POC, NASMM, or NSGCD) (AFF) |

Payment Information:

Note: Dues for Industry Members with employees (level 2) and Employees of Industry Members will be prorated to the renewal date of the Industry Member.

- MasterCard Visa American Express Check # _____ (*enclosed*)

For credit cards only: In the event of a miscalculation, I authorize NAPO to charge my credit card an amount NAPO reasonably deems to be accurate. (If rebilling of a credit card charge is necessary, a \$25 processing fee will be charged.)

Make check payable to NAPO. Checks not in U.S. funds will be returned. A charge of \$25 will apply to checks returned for insufficient funds. Membership dues and fees for service selections are non-refundable.

Account number

Expiration date

Cardholder's name (*please print*)

Signature

Application Submission:

1. Mail to NAPO, 15000 Commerce Parkway, Suite C, Mount Laurel, NJ 08054
2. Scan and email to napo@napo.net
3. Fax to (856) 439-0525

Industry Membership Services

Industry Members only: Please select the appropriate organizing services. You may select as many as 10 services at no charge; there is a \$3 charge for each additional service. If more than 10 are selected and payment is not submitted, only the first 10 will be used.

Industry Member-Provisional Members will be given an opportunity to select services when they become Industry Members.

NOTE: All codes beginning with *R* indicate residential organizing services; all codes beginning with *B* indicate business organizing services.

Residential Organizing Services

- Closet Design and Installation (**RCD**)
- Closet Organizing (**RCO**)
- Garages/Attics/Basements (**RGAB**)
- Kitchens (**RKO**)
- Home Office (**RO**)
- Other Rooms (**ROR**)
- Feng Shui (**RFS**)
- Unpacking and Move In (**RU**)
- Paper Management Only (**RPO**)
- Electronic Management Only (**RE**)
- Paper and Electronic Management (**RPE**)
- Time Management (**RTM**)
- Photographs/Memorabilia/Collections (**RPM**)
- Estate Management (**REO**)
- Garage/Estate Sale (**RES**)
- Moving/Relocation (**RMR**)
- Personal Coach (**RPC**)
- Coach for Professional Organizer (**RPOC**)
- Public Speaking (**RPS**)
- Group Training (**RGT**)
- Author/Writer (**RA**)
- Green Organizing (**RGR**)
- Attention Deficit/Hyperactivity Disorder (**RADD**)
- Chronic Disorganization (**RCH**)
- People with Physical Disabilities (**RPD**)
- Hoarding (**RHR**)
- Children (**RC**)
- Seniors (**RSR**)
- Students (**RST**)
- Financial/Bookkeeping (**RFB**)
- American Sign Language (**RASL**)

Business Organizing Services

- Commercial Office (**BO**)
- Home Office (**BHO**)
- Ergonomics (**BER**)
- Feng Shui (**BFS**)
- Storage/Warehouse (**BSW**)
- Unpacking and Move In (**BU**)
- Paper Management Only (**BPO**)
- Electronic Management Only (**BE**)
- Paper and Electronic Management (**BPE**)
- Time Management (**BTM**)
- Inventory/Assets Control (**BIA**)
- Event/Meeting Planning (**BEM**)
- Moving/Relocation (**BMR**)
- Personal Coach (**BPC**)
- Business Coach (**BBC**)
- Coach for Professional Organizer (**BPOC**)
- Public Speaking (**BPS**)
- Group Training (**BGT**)
- Author/Writer (**BA**)
- Green Organizing (**BGR**)
- National Travel (**BN**)
- International Travel (**BI**)
- Attention Deficit/Hyperactivity Disorder (**BADD**)
- Chronic Disorganization (**BCH**)
- People with Physical Disabilities (**BPD**)
- Legal Offices (**BLO**)
- Medical Offices (**BMO**)
- Manufacturing (**BM**)
- Financial/Bookkeeping (**BFB**)
- American Sign Language (**BASL**)