

# CCIC's Application Form Organizational Membership

Our organization applies for membership in CCIC and provides the following information:

**1.0 Name of organization:** \_\_\_\_\_

Acronym: \_\_\_\_\_

1.1 Address: \_\_\_\_\_

Postal Code: \_\_\_\_\_

1.2 Telephone: ( ) \_\_\_\_\_ Fax: ( ) \_\_\_\_\_

Email: \_\_\_\_\_

**2.0 Persons designated for regular liaison with CCIC**

Name of President: \_\_\_\_\_

Name of Executive Director: \_\_\_\_\_

Name of contact person: \_\_\_\_\_

Position: \_\_\_\_\_

2.1 Address (if different from above): \_\_\_\_\_

**3.0 Development objectives/Activities**

Our organization has among its operational objectives or major activities any or all of the following:

3.1 Transfer of money or other resources to development or relief programs outside Canada. \_\_\_\_\_

3.2 Public education about development issue. \_\_\_\_\_

3.3 Training for persons wishing to engage in development work in Canada or abroad. \_\_\_\_\_

3.4 Posting of volunteers to work in development or relief programs abroad. \_\_\_\_\_

3.5 Or, supports International Development in the following ways:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

3.6 Please send us descriptive material on your activities.

**4.0 Charitable Status** (not a condition of membership; information is requested if applicable)

4.1 Our organization is a registered charitable organization. Yes  No

4.2 Its number is: \_\_\_\_\_

**5.0 Nature of Organization/Presence in Canada**

(Please give a brief description of the nature and number of your organization's members or supporters, e.g., individuals, other organization; how one becomes involved.)

a) Membership: \_\_\_\_\_

b) Nature of participation: \_\_\_\_\_

c) How is your organization structured?

Nationally: \_\_\_\_\_

Regionally: \_\_\_\_\_

Locally: \_\_\_\_\_

Internationally: \_\_\_\_\_

**6.0 Request of statement on what you can contribute to CCIC.**

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**7.0 Supports for Membership**

The following two current member organizations of CCIC will support our membership in the Council. (Letters to be included with application)

A. \_\_\_\_\_  
B. \_\_\_\_\_

**8.0 Code of Ethics**

In becoming a member of CCIC, we agree to abide by the CCIC Code of Ethics and to promote ethical behaviour within our organization. We commit to completing the CCIC Self Certification Assessment within one year, and to work in good faith toward reaching compliance as soon as feasible but within three years at the most.

**9.0 Membership Fees**

Membership fees are calculated on the basis of expenses related to the international development and development education programs in the year immediately preceding the year for which fees are being paid. A copy of your audited financial statements must accompany your fee payment calculations.

Expenses associated with these programs include, but are not limited to, the following:

- all development, humanitarian assistance and emergency relief programming, including management costs (staff and other);
- public engagement and global citizenship education in Canada and abroad;
- international human rights programming and advocacy;
- international development and/or humanitarian assistance research, policy and/or campaigns;
- administration, fundraising and marketing costs, including staff costs;
- funds that are spent for direct implementation as well as with and through partners.

Expenses related to domestic programming that is not related to international development and/or international humanitarian assistance can be excluded, as well as in-kind contributions. Flow-through funds that do not imply any management or administrative costs whatsoever on the part of the member organization might also be excluded. Any and all exclusions must be explained clearly at the time of membership renewal in the form provided.

The formula used to calculate membership fees is: 0.4% for the first \$1 million of eligible expenses and 0.15% of expenses thereafter, to a maximum fee of currently set at \$15,730. The minimum fee is \$315. The minimum and maximum fee payable may be adjusted annually by a CCIC Board decision to reflect the inflation rate for the preceding year.

Calculations:

Total expenses related to the international development and development education programs:

\$ \_\_\_\_\_

Please clearly indicate what expenses were excluded above (for example domestic programming that is not related to international development and/or international humanitarian assistance).

\$ \_\_\_\_\_

First million of eligible expenses (a) X 0,4% (or X 0,004): \_\_\_\_\_

Eligible expenses after the first million (b-a) X 0,15% (or X 0,0015) to a maximum fee of \$15,730: \_\_\_\_\_

Our fee will then be \$ \_\_\_\_\_

\_\_\_\_\_  
Name & Position of Responsible Officer (please print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Co-signature

\_\_\_\_\_  
Date

**N.B. Application must be signed by one Board member with the co-signature of either another Directors or the senior staff person.**