



ASCD Affiliate Programs

About

ASCD Affiliate programs support affiliate leaders in their roles, sharing processes and practices that optimize affiliate efforts to support educators and the children they serve within a local context.

Visit our [website](#) for more information about ASCD Affiliates. Please contact [Constituent Services](#) if you have questions about any ASCD affiliate program.

Programs

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ASCD Affiliate Honors

ASCD deeply values the unique contributions of each affiliate in advancing ASCD's mission. To honor our affiliates' exemplary service to the education community, we annually recognize ASCD Affiliates through the Affiliate Honors awards, presented at the [ASCD Annual Conference](#).

We encourage affiliates to use the awards process to reflect on their practices and celebrate their accomplishments. ASCD affiliates are then given the opportunity to evaluate applications independent of other submissions and recognize their peers accordingly. Affiliate Honors recognition is voted on by affiliate peers, based on our [Affiliate Developmental Continuum \(PDF\)](#) which outlines the criteria for all ASCD Affiliate Honors nominations.

ASCD Affiliate Honors—Overall Excellence Honor

The Overall Excellence Honor recognizes excellence in all seven areas of the Affiliate Developmental Continuum.

- Membership
- Communications
- Programs, products, and services
- Influence and policy
- Leadership and governance
- Building community
- Building sustainability

An Affiliate Overall Excellence Honor recipient receives a personalized banner, award statuette, and recognition at the ASCD Annual Conference. Recipients are also able to choose from a variety of resources to support continuous improvement.

ASCD Affiliate Honors—Area of Excellence Honor

The Area of Excellence Honor recognizes excellence in one (or more) of the seven areas of affiliate work listed above. A recipient of an Area of Excellence Honor receives a certificate and recognition at the ASCD Annual Conference.

Joint Dues Program

ASCD's Joint Dues Program is designed to allow renewing ASCD members to join their local affiliate at the same time. The member pays both dues to ASCD, and ASCD forwards the member's affiliate dues to their affiliate. Learn more about ASCD's [Affiliate Joint Dues Program Policies \(PDF\)](#).

How does the Joint Dues Program work?

ASCD sends the first renewal notice to an individual three months prior to their membership expiration date. This renewal notice includes a printed note from the ASCD CEO & Executive Director inviting members to join their local affiliate. The option to join the local affiliate or renew affiliate membership is printed on the renewal notice; the wording "when you pay affiliate dues, your total amount due is..." has been programmed to appear on these invoices.

If the member sends ASCD both sets of dues, ASCD forwards the affiliate dues to the affiliate's Joint Dues manager, who then enters the membership into the affiliate's database. The dues manager will extend the individual's affiliate membership for one year from its expiration date or enter a new membership if this is the first time the individual has paid affiliate dues. It is important to note that ASCD does not send renewal notices based on an individual's affiliate membership expiration date, but only prior to his or her ASCD membership expiration.

What is ASCD's role in the program?

ASCD forwards information on joint dues members to affiliates via email on a regular basis. While processing these memberships, ASCD retains or updates several pieces of information in its membership database:

- The date an individual joined ASCD or renewed his or her ASCD membership
- The month an individual's ASCD membership will expire
- The date an individual paid his or her ASCD membership and affiliate membership dues through the Joint Dues Program

The reports sent to affiliates participating in the program include the following information:

- Individual's name, address, and telephone number
- Individual's ASCD membership number
- Amount paid for affiliate membership dues
- Date these dues were remitted to ASCD

- Date the individual first joined ASCD
- Date the current ASCD membership expires

The report also includes the individual's gender, job role, and email address, if the member provided this information.

One check is sent to the affiliate every month. This monthly check is sent in a mailing separate from the monthly report mailing and covers payments from the monthly report.

What are participating affiliates' responsibilities in this program?

The affiliate must appoint a Joint Dues manager who will be accountable for handling the receipt of dues from ASCD. The Joint Dues manager will also be responsible for communicating with ASCD concerning the Joint Dues program. Any current Joint Dues affiliate must

- Notify ASCD of its Joint Dues manager's name;
- Promptly inform ASCD of any changes to the name, address, or phone number of its Joint Dues manager; and
- Notify ASCD of any changes in the amount of affiliate dues.

Upon receiving the monthly report, the Joint Dues manager should determine if the members listed are new to the affiliate. New members should be added to the affiliate's membership database and should also be contacted to acknowledge receipt of dues and to welcome them to the affiliate. This is also an opportunity to solicit their active participation in the activities of the affiliate. If an individual listed on the ASCD report form is a current member of the affiliate, their affiliate membership should be extended (renewed) for one year.

The affiliate is responsible for maintaining information on the date an individual's affiliate membership begins and the date an individual's affiliate membership will expire, which may differ from expiration of the individual's ASCD membership.

How can my affiliate join the Joint Dues Program?

To join the Joint Dues Program, an affiliate must [submit a proposal via email](#) to ASCD. Proposals may be submitted at any time during the year and affiliates do not need to reapply each year once accepted into the program. Approximately eight weeks after joining the program, each participating affiliate will begin receiving regular reports from ASCD that list ASCD members who also paid affiliate dues. A check in the amount of the affiliate's annual dues times the number of new or renewing members, less processing fees will also be sent on a regular schedule.

ASCD Resource Speakers

The ASCD Resource Speakers program was created to offer staff expertise to affiliates for affiliate board and affiliate membership professional development opportunities. Constituent Services will work with you to make the most of a resource speaker visit, planning a combination of board development, governance work, conference keynotes, workshops, and concurrent presentations on topics specific to ASCD goals and initiatives.

Request an ASCD Resource Speaker

To begin the planning process, requests should be submitted at least six months in advance of the date for which a speaker is needed.

Note that all requests for an ASCD resource speaker are subject to approval based on scheduling and availability. We recommend discussing all resource requests with [Constituent Services](#).

Program for Affiliate Sales Sharing (PASS)

The ASCD PASS program offers ASCD affiliates an opportunity to earn additional revenue. Through PASS, affiliates can earn income from new and returning business they generate for ASCD programs, products, and services. Affiliates are assigned a unique source code (PASS code), and each person that uses the affiliate codes when making an eligible purchase will be contributing to an affiliate's financial health, further enabling the affiliates to accomplish important work.

ASCD has created a toolkit to help affiliates maximize the benefits of PASS program within each affiliate. Each affiliate can earn additional funds each year by encouraging members and nonmembers to use the affiliate's assigned PASS code when registering for or purchasing eligible ASCD programs, products, and services.

Download the [ASCD Affiliate PASS Toolkit \(PDF\)](#).

Affiliate Pass Codes are listed on the next page alphabetically regardless of type (state, territory, or country).

Affiliate PASS Codes (List)

Affiliate	PASS Code	Affiliate	PASS Code
Alabama ASCD	ALAFF	Minnesota ASCD	MNAFF
Argentina ASCD	ARAFF	Mississippi ASCD	MSAFF
Arizona ASCD	AZAFF	Missouri ASCD	MOAFF
Arkansas ASCD	ARAFF	Montana ASCD	MTAFF
Bahamas ASCD	BAAFF	Nebraska ASCD	NEAFF
Brazil ASCD	BRAFF	New Hampshire ASCD	NHAFF
British Columbia ASCD	BCAFF	New Jersey ASCD	NJAFF
California ASCD	CAAFF	New Mexico ASCD	NMAFF
China ASCD	CNAFF	New York ASCD	NYAFF
Colorado ASCD	COAFF	North Carolina ASCD	NCAFF
Connecticut ASCD	CTAFF	Nova Scotia ASCD	NSAFF
Emerging Leaders Alumni ASCD	ELAFF	Ohio ASCD	OHAFF
Florida ASCD	FLAFF	Oklahoma ASCD	OKAFF
Georgia ASCD	GAAFF	Oregon ASCD	ORAFF
Ghana ASCD	GHAFF	Pakistan ASCD	PKAFF
Hawaii ASCD	HIAFF	Pennsylvania ASCD	PAAFF
Illinois ASCD	ILAFF	Puerto Rico ASCD	PRAFF
India ASCD	IIAFF	Rhode Island ASCD	RIAFF
Indiana ASCD	INAFF	Singapore ASCD	SPAFF
Iowa ASCD	IAAFF	South Carolina ASCD	SCAFF
Jamaica ASCD	JMAFF	South Dakota ASCD	SDAFF
Kansas ASCD	KSAFF	Tennessee ASCD	TNAFF
Kentucky ASCD	KYAFF	Texas ASCD	TXAFF
Kenya ASCD	KEAFF	Trinidad and Tobago ASCD	TTAFF
Louisiana ASCD	LAAFF	Utah ASCD	UTAFF
Maine ASCD	MEAFF	Virginia ASCD	VAFF
Manitoba ASCD	MBAFF	Washington State ASCD	WAAFF
Maryland ASCD	MDAFF	Wisconsin ASCD	WIAFF
Massachusetts ASCD	MAAFF	Wyoming ASCD	WYAFF
Michigan ASCD	MIAFF		

Affiliate Resale Program

An affiliate may purchase and resell ASCD products at affiliate functions. Profits gained from the resale of these books should be for the benefit of the affiliate only. An affiliate will be able to buy materials at the nonmember price, less a 40 percent discount. E-books, online products, downloadable PDF products, and ASCD gift cards are not eligible for the discount.

Procedure for Receiving an Affiliate Discount on ASCD Products

1. Determine the items and quantities needed.
2. Have the affiliate president or executive director/secretary place the order with the ASCD Service Center by calling 1-800-933-2723. To get the 40 percent discount, make sure you use the AFFIL discount code. You will be asked to pay by credit card. All shipping and handling costs are the responsibility of your affiliate.

Returning Unsold Materials

Affiliate orders will be credited for all materials returned in a salable condition **within 45 days of the original invoice date**. ASCD will determine if returned materials are in salable condition. If ASCD determines that returned materials are unsalable, the affiliate is responsible for the cost. Shipping charges are nonrefundable. Magazines are not eligible for returns.

Follow these steps to return materials:

1. Pack up the materials to be returned.
2. Include a short memo with the affiliate name and location, the ASCD order number, the reason for the return (unsold materials), and the number of units in the package.
3. Include a copy of the original packing slip, circling the item(s) for return.
4. Ship the materials by UPS, insured mail, or some other method that allows for tracking of your shipment to

ASCD Returns
c/o PBD
905 Carlow Drive
Unit B
Bolingbrook, IL 60490

If the materials do not arrive, your account will not be credited. All shipping and handling costs are the responsibility of your affiliate. For questions or comments about returning unsold materials, please [contact us](#).