

NEED A **NO-COST** WAY TO GROW YOUR MEMBERSHIP?

BUNDLE YOUR EVENT PRICING WITH A MEMBERSHIP FEE!

Pricing nonmember event registrations high enough to encourage membership is a common best practice. At a minimum, set your nonmember registration fee at a level that covers the [*Never Been a Member*](#) rate plus chapter dues. Post-event, you can sign up the nonmember registrants who have never been a member for one year of membership.

Follow the three simple steps below to Increase your chapter membership!

STEP 1: CHAPTER

Notify APWA Membership Services of your chapter's intent to use a nonmember rate option that could convert to membership. When event registration closes, send an email with a spreadsheet of new member information to verify eligibility for [*Never Been a Member*](#) rate to:

Tammy Bennett
tbennett@apwa.net

CC: Member Services
memberservices@apwa.net

CC: Chapter Support
ChapterSupport@apwa.net

STEP 2: APWA

Member Services will review each individual to ensure eligibility for the [*Never Been a Member*](#) rate and apply any applicable chapter dues. Member Services will create an invoice for those eligible and return the spreadsheet to you along with the total amount due.

STEP 3: CHAPTER

Lastly, verify the agreement via email and process payment.

Submit payment and copy of spreadsheet to:

PO Box 505612
St Louis, MO 63150-5612

(Including the spreadsheet is important to get payment applied correctly.)

Membership is activated upon receipt and payment processing!