



# 10,349 and Counting

*APPA's Unlimited Associate Membership brings the APPA Experience to many educational facilities professionals for the first time*

By John Bernhards

**A**pril 2014 marked a huge turning point for APPA “engagement.” Just one year earlier, the APPA Board of Directors approved a measure allowing employees from all APPA member institutions to become associate members of APPA and at no additional cost. As a result, we’ve seen an unprecedented number of educational facilities professionals join APPA and APPA’s six regions, most for the very first time. The number of associates from APPA and regional member institutions has jumped from 2,400 at the beginning of the current membership year (April 1, 2014) to 10,349 as of this writing.

And the number will continue rise sharply. At its monthly conference call, the APPA Membership Committee—led by APPA Secretary-Treasurer Jerry Carlson (Butler University)—set a stretch goal of 15,000 associates by the end of the current membership year, March 31, 2015.

As a fellow professional and member, you can help APPA achieve and exceed its associate membership target. APPA is making it easy for all educational facilities professionals at every APPA member institution to sign up for benefits, and here are two ways you can help make this happen at your institution:

**Sign up your facilities staff through your Primary Representative’s myAPPA page on the APPA website.**

If you are the person who serves as the

primary representative on behalf of your institution’s APPA membership, it means you are receiving the annual membership dues invoice and are also allowed to make changes to your institution’s membership record. In fact, your APPA userID and password will grant you access to your institution’s membership records available through the APPA website at [www.appa.org](http://www.appa.org). Simply log through the APPA home page, and you’ll be directed to your personalized myAPPA Web page where you can easily make changes to your institution’s membership record. It is where you can identify and enter all of your staff and make them APPA associates, and also remove former employees from the membership record.

**Direct your institution’s facilities staff to sign up for Associate Membership benefits through the “unlimited associates” portal found on the APPA home page.**

If you are not the primary representative and yet work for an APPA member institution, you can register yourself for associate membership benefits through the APPA website, again at [www.appa.org](http://www.appa.org). No login is necessary. See the portal link and answer the series of questions provided and complete your new membership record. A confirmation e-mail will be sent to your work e-mail address, and a membership card will be mailed to you within 4 to 6 weeks.

Yet another option available to your member institution is to prepare a listing of your entire facilities staff on a prepared Excel spreadsheet that our membership staff can send to you on request. After properly completing the spreadsheet and required fields, your staff listing can be easily transferred into APPA’s membership record for your institution. To learn how to provide your department listing using an Excel spreadsheet, contact Sam Waymire at APPA at [swaymire@appa.org](mailto:swaymire@appa.org).

As the saying goes, APPA Associate Membership has its privileges! And as an educational facilities professional, you and your colleagues do not want to miss out on the many opportunities to network, engage, and connect with peers. For more details on the benefits of APPA Associate Membership, visit the APPA website at [www.appa.org/membership/associate.cfm](http://www.appa.org/membership/associate.cfm).

Empower your colleagues, peers, and staff and provide them with the single best professional opportunity available. In doing so, you’ll be certain to help us realize our goal of 15,000 APPA Member Associates by March 31st. ☺

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