



QUALIFICATIONS FOR MEMBERSHIP

A firm must be operated on a for-profit basis as a separately identifiable entity that provides staffing or employment-related services to third parties and does not charge its employees a fee for placing them in jobs. A company must be open for business and actively placing employees on assignment in order to join ASA.

Only the headquarters office of a staffing firm may become an active member. Active members are entitled to one vote at all ASA membership meetings. All branch, franchised, and licensed offices receive ASA membership through their headquarters and are designated as nonvoting affiliate members.

COMPANY

HEADQUARTERS ADDRESS

CITY, STATE, ZIP

COMPANY WEBSITE

COMPANY HEADQUARTERS PHONE

DESIGNATED VOTING REPRESENTATIVE (MR./MS./MRS.)

NICKNAME

TITLE

DIRECT PHONE OR EXTENSION

FAX

DIRECT EMAIL

ADDITIONAL CONTACTS

NAME

NAME

TITLE

TITLE

EMAIL

EMAIL

Additional contacts can be sent to membership@americanstaffing.net.

PROFILE

Year company opened _____

Total number of offices (including all branch, franchised, or licensed offices) _____

Names of sister or affiliated companies

How did you hear about ASA?

What is your primary reason for joining ASA?

Other staffing industry memberships (specify)

Is your company a minority-owned business? Yes No

If yes, please specify

- African-American
 South Asian
 Indian (Asian)
 Asian (other)
 Hispanic
 Native American
 Service-Disabled Veteran
 Veteran (non-disabled)
 Woman
 Other (specify) _____

SERVICES AND OCCUPATIONS

To assist fellow members, clients, and candidates in finding your firm on *americanstaffing.net*, please indicate the types of staffing services and occupations your firm provides by noting what percentage of your total sales they represent. See *americanstaffing.net/staffingdefinitions* for definitions.

| Services | Percentage of Business |
|--|------------------------|
| 1. Direct Placement | _____% |
| 2. Human Resources Consulting | _____% |
| 3. Long-Term and Contract Help | _____% |
| 4. Managed Service Provider | _____% |
| 5. Managed Services | _____% |
| 6. Outplacement | _____% |
| 7. Payrolling | _____% |
| 8. Professional Employer Organization (PEO or Employer Leasing) | _____% |
| 9. Recruitment Process Outsourcing | _____% |
| 10. Retained Search Services | _____% |
| 11. Temporary Help | _____% |
| 12. Temporary to Hire | _____% |
| 13. Vendor Management Systems | _____% |
| | Total = 100% |

| Occupational Categories | Percentage of Business |
|---------------------------------------|------------------------|
| A. Accounting and Finance | _____% |
| B. Health Care | _____% |
| C. Industrial | _____% |
| D. Information Technology | _____% |
| E. Legal | _____% |
| F. Management | _____% |
| G. Office—Clerical and Administrative | _____% |
| H. Sales and Marketing | _____% |
| I. Scientific | _____% |
| J. Engineering | _____% |
| K. Other (please specify) | _____% |
| | Total = 100% |

What types of positions do you mostly fill? _____

What industries do you service? (e.g. manufacturing, government) _____

CALCULATE DUES

ASA dues are based on total U.S. revenues attributable to all staffing and employment-related services* for the firm's most recently closed four fiscal quarters. This includes

- Staffing firms that operate, have an ownership interest in, or are under common control with the applicant firm
- Staffing firms operated by or affiliated with the applicant firms or its principals, including branch, franchised, and licensed offices or similar entities

My company's total U.S. staffing and employment-related services revenue for the last four fiscal quarters:

\$ _____

Use the above amount to determine your dues payment. See the dues schedule on the facing page.

A. Dues payment calculation \$ _____ (see facing page)
 B. Application Fee + \$100

C. Total Dues Payment (A+B): \$ _____ (pay this amount)

PAYMENT AND SIGNATURE

Check enclosed (payable to American Staffing Association in U.S. dollars drawn on a U.S. bank)

Please charge my American Express MasterCard Visa for the amount of \$ _____

Card number _____ Exp. date _____

Cardholder name _____ Signature _____

Billing address _____

I certify that the annual sales figures used to compute the above dues are true and correct, and are based on total sales of branch, franchised, or licensed offices, or similar entities in which the staffing firm or its principals have interest.

I hereby apply for membership in ASA and authorize ASA to charge current applicable membership dues. By joining ASA, my company agrees to abide by the ASA Code of Ethics and Good Practices and acknowledges that the terms and conditions of membership are governed by the ASA bylaws.

I also agree that ASA has permission to email and fax commercial messages to me and other employees at this firm.

SIGNATURE OF COMPANY'S DESIGNATED VOTING REPRESENTATIVE

DATE

JOIN BY MAIL: ASA Membership, 277 S Washington St., Ste 200, Alexandria, VA 22314

JOIN ONLINE: americanstaffing.net/join **QUESTIONS?** Call 703-253-2020

ASA MEMBERSHIP DUES SCHEDULE

| Gross Sales | Dues | Gross Sales | Dues | Gross Sales | Dues |
|---------------------------|-----------|---------------------------|-----------|--|-----------|
| Up to \$10 million | | 81,250,001–87,500,000 | \$ 14,525 | 637,500,001–650,000,000 | \$ 49,865 |
| 1–2,000,000 | \$ 885 | 87,500,001–93,750,000 | \$ 15,455 | 650,000,001–662,500,000 | \$ 50,500 |
| 2,000,001–2,250,000 | \$ 950 | 93,750,001–100,000,000 | \$ 16,445 | 662,500,001–675,000,000 | \$ 51,115 |
| 2,250,001–2,500,000 | \$ 1,010 | 100,000,001–112,500,000 | \$ 17,500 | 675,000,001–687,500,000 | \$ 51,735 |
| 2,500,001–2,750,000 | \$ 1,080 | 112,500,001–125,000,000 | \$ 18,685 | 687,500,001–700,000,000 | \$ 52,365 |
| 2,750,001–3,000,000 | \$ 1,150 | 125,000,001–137,500,000 | \$ 19,955 | 700,000,001–712,500,000 | \$ 53,000 |
| 3,000,001–3,250,000 | \$ 1,225 | 137,500,001–150,000,000 | \$ 21,305 | 712,500,001–725,000,000 | \$ 53,495 |
| 3,250,001–3,500,000 | \$ 1,285 | 150,000,001–162,500,000 | \$ 22,750 | 725,000,001–737,500,000 | \$ 53,990 |
| 3,500,001–3,750,000 | \$ 1,350 | 162,500,001–175,000,000 | \$ 23,520 | 737,500,001–750,000,000 | \$ 54,495 |
| 3,750,001–4,000,000 | \$ 1,415 | 175,000,001–187,500,000 | \$ 24,320 | 750,000,001–762,500,000 | \$ 55,000 |
| 4,000,001–4,250,000 | \$ 1,485 | 187,500,001–200,000,000 | \$ 25,145 | 762,500,001–775,000,000 | \$ 55,495 |
| 4,250,001–4,500,000 | \$ 1,585 | 200,000,001–212,500,000 | \$ 26,000 | 775,000,001–787,500,000 | \$ 55,990 |
| 4,500,001–4,750,000 | \$ 1,695 | 212,500,001–225,000,000 | \$ 26,945 | 787,500,001–800,000,000 | \$ 56,495 |
| 4,750,001–5,000,000 | \$ 1,815 | 225,000,001–237,500,000 | \$ 27,930 | 800,000,001–812,500,000 | \$ 57,000 |
| 5,000,001–5,625,000 | \$ 1,940 | 237,500,001–250,000,000 | \$ 28,945 | 812,500,001–825,000,000 | \$ 57,495 |
| 5,625,001–6,250,000 | \$ 2,075 | > \$250 million | | 825,000,001–837,500,000 | \$ 57,990 |
| 6,250,001–6,875,000 | \$ 2,220 | 250,000,001–262,500,000 | \$ 30,000 | 837,500,001–850,000,000 | \$ 58,495 |
| 6,875,001–7,500,000 | \$ 2,375 | 262,500,001–275,000,000 | \$ 30,490 | 850,000,001–862,500,000 | \$ 59,000 |
| 7,500,001–8,125,000 | \$ 2,540 | 275,000,001–287,500,000 | \$ 30,985 | 862,500,001–875,000,000 | \$ 59,495 |
| 8,125,001–8,750,000 | \$ 2,725 | 287,500,001–300,000,000 | \$ 31,490 | 875,000,001–887,500,000 | \$ 59,990 |
| 8,750,001–9,375,000 | \$ 2,925 | 300,000,001–312,500,000 | \$ 32,000 | 887,500,001–900,000,000 | \$ 60,495 |
| 9,375,001–10,000,000 | \$ 3,145 | 312,500,001–325,000,000 | \$ 32,725 | 900,000,001–912,500,000 | \$ 61,000 |
| > \$10 million | | 325,000,001–337,500,000 | \$ 33,465 | 912,500,001–925,000,000 | \$ 61,495 |
| 10,000,001–11,250,000 | \$ 3,375 | 337,500,001–350,000,000 | \$ 34,225 | 925,000,001–937,500,000 | \$ 61,990 |
| 11,250,001–12,500,000 | \$ 3,600 | 350,000,001–362,500,000 | \$ 35,000 | 937,500,001–950,000,000 | \$ 62,495 |
| 12,500,001–13,750,000 | \$ 3,840 | 362,500,001–375,000,000 | \$ 35,725 | 950,000,001–962,500,000 | \$ 63,000 |
| 13,750,001–15,000,000 | \$ 4,100 | 375,000,001–387,500,000 | \$ 36,470 | 962,500,001–975,000,000 | \$ 63,495 |
| 15,000,001–16,250,000 | \$ 4,375 | 387,500,001–400,000,000 | \$ 37,225 | 975,000,001–987,500,000 | \$ 63,990 |
| 16,250,001–17,500,000 | \$ 4,685 | 400,000,001–412,500,000 | \$ 38,000 | 987,500,001–1,000,000,000 | \$ 64,495 |
| 17,500,001–18,750,000 | \$ 5,015 | 412,500,001–425,000,000 | \$ 38,610 | > \$1 billion | |
| 18,750,001–20,000,000 | \$ 5,370 | 425,000,001–437,500,000 | \$ 39,230 | 1,000,000,001–1,012,500,000 | \$ 65,000 |
| 20,000,001–22,500,000 | \$ 5,750 | 437,500,001–450,000,000 | \$ 39,860 | 1,012,500,001–1,025,000,000 | \$ 65,250 |
| 22,500,001–25,000,000 | \$ 6,115 | 450,000,001–462,500,000 | \$ 40,500 | 1,025,000,001–1,037,500,000 | \$ 65,500 |
| 25,000,001–27,500,000 | \$ 6,500 | 462,500,001–475,000,000 | \$ 41,110 | 1,037,500,001–1,050,000,000 | \$ 65,750 |
| 27,500,001–30,000,000 | \$ 6,915 | 475,000,001–487,500,000 | \$ 41,730 | 1,050,000,001–1,062,500,000 | \$ 66,000 |
| 30,000,001–32,500,000 | \$ 7,350 | 487,500,001–500,000,000 | \$ 42,360 | 1,062,500,001–1,075,000,000 | \$ 66,250 |
| 32,500,001–35,000,000 | \$ 7,635 | > \$500 million | | 1,075,000,001–1,087,500,000 | \$ 66,500 |
| 35,000,001–37,500,000 | \$ 7,925 | 500,000,001–512,500,000 | \$ 43,000 | 1,087,500,001–1,100,000,000 | \$ 66,750 |
| 37,500,001–40,000,000 | \$ 8,235 | 512,500,001–525,000,000 | \$ 43,610 | 1,100,000,001–1,112,500,000 | \$ 67,000 |
| 40,000,001–42,500,000 | \$ 8,550 | 525,000,001–537,500,000 | \$ 44,235 | 1,112,500,001–1,125,000,000 | \$ 67,250 |
| 42,500,001–45,000,000 | \$ 9,025 | 537,500,001–550,000,000 | \$ 44,860 | 1,125,000,001–1,137,500,000 | \$ 67,500 |
| 45,000,001–47,500,000 | \$ 9,530 | 550,000,001–562,500,000 | \$ 45,500 | 1,137,500,001–1,150,000,000 | \$ 67,750 |
| 47,500,001–50,000,000 | \$ 10,065 | 562,500,001–575,000,000 | \$ 46,110 | 1,150,000,001–1,162,500,000 | \$ 68,000 |
| 50,000,001–56,250,000 | \$ 10,625 | 575,000,001–587,500,000 | \$ 46,735 | 1,162,500,001–1,175,000,000 | \$ 68,255 |
| 56,250,001–62,500,000 | \$ 11,310 | 587,500,001–600,000,000 | \$ 47,360 | 1,175,000,001–1,187,500,000 | \$ 68,515 |
| 62,500,001–68,750,000 | \$ 12,045 | 600,000,001–612,500,000 | \$ 48,000 | 1,187,500,001–1,200,000,000 | \$ 68,770 |
| 68,750,001–75,000,000 | \$ 12,820 | 612,500,001–625,000,000 | \$ 48,615 | > \$1.2 billion | |
| 75,000,001–81,250,000 | \$ 13,650 | 625,000,001–637,500,000 | \$ 49,235 | \$68,770 + \$250 for ea. \$12,500,000 in sales | |



What You Need to Know About ASA Membership

MEMBERSHIP YEAR

Membership is based on the calendar year Jan. 1 to Dec. 31.

DEFINITION OF STAFFING SERVICES*

For the purpose of calculating ASA dues, “staffing services” and “employment-related services” include (visit americanstaffing.net/staffingdefinitions for complete definitions)

- Direct placement
- Human resource consulting
- Long-term and contract help
- Managed services
- Outplacement
- Payrolling
- Professional employer organization (PEO or employee leasing)
- Recruitment process outsourcing
- Retained search services
- Temporary help
- Temporary to hire
- Vendor management systems (fees only)

DUES CALCULATION

ASA dues are based on total U.S. revenues attributable to all staffing and employment-related services provided during the staffing firm’s most recently closed four fiscal quarters. Revenues include total sales of branch, franchised, or licensed offices, or similar entities in which the firm or its principals have an interest.

Firms operating as a professional employer organization (PEO) should contact ASA to determine their dues calculation.

DUES VERIFICATION

To ensure the accuracy of member dues, members may be asked to provide supporting information. The association’s outside accountant, Tate & Tryon, will notify members selected for dues verification. All information provided will be kept strictly confidential.

TAX DEDUCTION

Dues and other contributions or gifts paid to ASA are not tax deductible as charitable contributions; however, they may be tax deductible as ordinary and necessary business expenses. Federal tax law disallows deductions related to certain types of lobbying and political activities. While most of the association’s lobbying and political activities are not subject to this limitation, ASA estimates that in 2018, 8% of dues revenue will be used for activities that cannot be deducted. Therefore, 92% of your dues may be deductible as a business expense for federal tax purposes.

CODE OF ETHICS AND GOOD PRACTICES

ASA members agree to abide by the association’s Code of Ethics and Good Practices. Any violation of the code may result in the loss of ASA membership.

MEMBERSHIP MEETINGS

Active members are entitled to one vote at all ASA membership meetings.

ADMINISTRATIVE PROCEDURES

To protect the integrity of your firm’s membership record, all changes in address and contact information must be submitted in writing to ASA.

If you have any questions, please contact ASA at 703-253-2020 or membership@americanstaffing.net.

American Staffing Association

277 South Washington St., Suite 200, Alexandria, VA 22314-3675

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