



## 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 will be designated as nonvoting affiliate members.

COMPANY (THIS IS HOW YOUR NAME WILL APPEAR IN ASA PUBLICATIONS)

HEADQUARTERS ADDRESS

CITY, STATE, ZIP

COMPANY WEBSITE

COMPANY HEADQUARTERS PHONE

COMPANY TWITTER

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](mailto:membership@americanstaffing.net).*

## PROFILE

Year company opened \_\_\_\_\_

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

Names of sister or affiliated companies or brands

\_\_\_\_\_

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) \_\_\_\_\_

JOIN ONLINE

*[americanstaffing.net/join](http://americanstaffing.net/join)*

## ACCESS TO AMERICANSTAFFING.NET

List email domains that are associated with your company (include branch, franchised, and licensed offices as well as companies where there is common control). Individuals using these email domains will be automatically approved to access member-only resources on *americanstaffing.net*.

## 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	Occupational Categories	Percentage of Business
1. Direct Placement	_____%	A. Accounting and Finance	_____%
2. Human Resources Consulting	_____%	B. Health Care	_____%
3. Long-Term and Contract Help	_____%	C. Industrial	_____%
4. Managed Service Provider	_____%	D. Information Technology	_____%
5. Managed Services	_____%	E. Legal	_____%
6. Outplacement	_____%	F. Management	_____%
7. Payrolling	_____%	G. Office-Clerical and Administrative	_____%
8. Professional Employer Organization (PEO or Employer Leasing)	_____%	H. Sales and Marketing	_____%
9. Recruitment Process Outsourcing	_____%	I. Scientific	_____%
10. Retained Search Services	_____%	J. Engineering	_____%
11. Temporary Help	_____%	K. Other (please specify)	_____%
12. Temporary to Hire	_____%		
13. Vendor Management Systems	_____%		
	Total = 100%		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)

Credit card. Visit *americanstaffing.net/join* or call ASA at 703-253-2020.

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 an 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. In addition, I acknowledge that my firm can demonstrate it has a process in place for making lawful worker classification decisions and assumes responsibility for these decisions.

I also agree that ASA has permission to email and fax commercial messages to me and other employees at this firm and share my company name, address, phone and fax numbers, email, and website with its members and affiliated entities.

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
<b>Up to \$10 million</b>		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	<b>&gt; \$250 million</b>		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
<b>&gt; \$10 million</b>		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	<b>&gt; \$1 billion</b>	
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	<b>&gt; \$500 million</b>		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	<b>&gt; \$1.2 billion</b>	
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](http://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. ASA 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 2019, 11% of dues revenue will be used for activities that cannot be deducted. Therefore, 89% 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.

### **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](mailto:membership@americanstaffing.net).

# American Staffing Association

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

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