

# Phoenix Hispanic Network Membership Application Form

FY 2024-2025



phoenixhispanicnetwork.org

PHN works to support and foster the professional careers of City of Phoenix employees. PHN is committed to attracting, developing, and retaining members by providing educational and professional opportunities. PHN membership dues are essential to providing the resources needed to fulfill this mission. As a member of the Phoenix Hispanic Network, you will receive event and membership information, newsletters, and updates through email to ensure all communications effectively reach our members.

## Member Contact Information :

Name:  Department:

Position/ Title:  Division/ Section:

E-Mail:  Member Type:  Renewing Member  New Member

Desk #:  Cell #:  If renewing, how long have you been a member of PHN?

## Interested in volunteering with PHN? Check all fields you are interested in:

- COMMUNICATIONS/ MARKETING** Tracks and creates all PHN correspondence, including e-mails, event flyers, and website updates.
- MEMBERSHIP** Processes membership applications and follows up on renewal applications. Membership also develops and implements member recruitment and retention strategies.
- FUNDRAISING/ SPONSORSHIP** Develops and implements fundraising strategies.
- SPECIAL EVENTS** Coordinates and assists with planning and organizing PHN events.

## Membership is effective through June 30, 2025, upon receipt of this form and dues.

### Membership Level (A) Annual Fee : \$10

Unit 2 \*  Unit 3 \*\*  Unit 5 \*

### Membership Level (C) Annual Fee : \$50

Unit 6  Unit 7  Unit 8  City of Phoenix Retiree\*

### Membership Level (B) Annual Fee: \$20

Unit 1  Unit 3  Unit 4

### Membership Level (D) Annual Fee: \$100

Middle Manager or Executive

\*No EDF for professional memberships \*\* No EDF available for pay grades below 324

### Desired dues payment type:

Employee Development Funds (EDF)  Management Development Funds (MDF)  Cash/ Pay Pal/ Zelle

All membership categories have equal rights and full voting privileges. By signing below, you agree to receive PHN correspondence and become a PHN member.

Signature

Date

Contact [phx.hispanic.network@phoenix.gov](mailto:phx.hispanic.network@phoenix.gov) or visit [phoenixhispanicnetwork.org](http://phoenixhispanicnetwork.org) for any questions or concerns.

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## How to become a PHN member:

### Step #1: Complete this membership application form.

Employee completes the PHN Membership Application Form (Page 1).

### Step #2: Pay the annual membership dues.

Here are three ways to pay:

**Employee Development Funds (EDF):** If using EDF, the employee will complete the "Professional Membership" side of the 'Reimbursement Request Form for Tuition and/or Professional Membership' form.

**Please note: Department Head Signature is no longer required.**

The Human Resources (HR) Director has been authorized to sign on behalf of the department directors.

**Management Development Funds (MDF):** If using MDF, the employee will complete the Payment Control Document (PCD) and submit the completed form to the Finance Department, Accounts Payable for payment. Please use vendor number 3018063 to process the PCD.

For membership tracking purposes, please send a copy of the completed Membership Application Form via email to [phx.hispanic.network@phoenix.gov](mailto:phx.hispanic.network@phoenix.gov).

**Pay with Cash/Other:** If you do not wish to use EDF or MDF funds, we will accept cash, PayPal, or Zelle payments.

### Step #3: Send in your membership application and dues.

Via Email	Via PayPal	Via Zelle
If you are able to scan your forms, please just scan your membership form and EDF form and email it to <a href="mailto:phx.hispanic.network@phoenix.gov">phx.hispanic.network@phoenix.gov</a>	If you prefer to pay using PayPal, please add <a href="mailto:phx.hispanic.network@phoenix.gov">phx.hispanic.network@phoenix.gov</a> to your contacts. Be sure to note in the memo, "PHN Membership" with the year. Ex: PHN Membership 2024-2025	If you prefer to pay using Zelle, please add <a href="mailto:phx.hispanic.network@phoenix.gov">phx.hispanic.network@phoenix.gov</a> to your contacts. Be sure to note in the memo, "PHN Membership" with the year. Ex: PHN Membership 2024-2025

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