



## Membership Application Instructions

Annual membership in the Phoenix Hispanic Network (PHN) is voluntary and open to current City of Phoenix employees and City of Phoenix retirees. The cost of membership may be reimbursable on an annual basis from the City using your Employee Development Funds (EDF) or Management Development Funds (MDF). The allocation of funds is based on each position's benefit category.

As a member of PHN, you will primarily receive email communication regarding event and membership information, newsletters, and updates. PHN is a local chapter of the Local Government Hispanic Network (LGHN), a national organization. Under the chapter agreement, **all PHN members will also be LGHN members**. Separate LGHN dues are not applicable.

Dues are based on Fiscal Year (July 1, 2022 – June 30, 2023). To join, follow the steps below.

1. Complete the PHN Membership Application Form
  - a. When using EDF, complete the "Reimbursement Request Form for Tuition and/or Professional Membership" – Professional Membership side of form. Please scan/e-mail to: [phx.hispanic.network@phoenix.gov](mailto:phx.hispanic.network@phoenix.gov)  
If you are unable to scan/e-mail please, interoffice mail to:  
Phoenix Hispanic Network  
200 W. Washington Street, 10<sup>th</sup> Floor  
Phoenix, AZ 85003  
Note: While PHN can facilitate the HR Director's signature to complete your form, your department may have a specific process for EDF use. If so, please follow your department process to acquire your department's authorized signature and e-mail the completed forms to [phx.hispanic.network@phoenix.gov](mailto:phx.hispanic.network@phoenix.gov) for batching with other employee's PHN applications.
  - b. When using Management Development Funds, a Payment Control Document (PCD) is required. Submit the completed PHN Membership Application Form along with the PCD to the Finance Department, Accounts Payable for payment. For membership tracking purposes, please e-mail a copy of the completed PHN Membership Application Form to [phx.hispanic.network@phoenix.gov](mailto:phx.hispanic.network@phoenix.gov).
2. If you are not eligible or have exhausted the EDF or MDF, you can join by paying the membership fee via cash, check or money order (see fees on page 2). Please contact [phx.hispanic.network@phoenix.gov](mailto:phx.hispanic.network@phoenix.gov). to coordinate pickup. If paying by check/ money order, make payable to Phoenix Hispanic Network.  
Questions? Contact [phx.hispanic.network@phoenix.gov](mailto:phx.hispanic.network@phoenix.gov)



**PHOENIX HISPANIC NETWORK  
MEMBERSHIP APPLICATION  
FORM FY 2022-2023**

Name:		Department:	
Position/Title:	Division/Section:	Pay Grade:	Are you a field-based employee? <input type="checkbox"/> Yes <input type="checkbox"/> No
Email:			
Desk #:		Cell #:	
Text Message: <input type="checkbox"/> Yes, send me text messages <input type="checkbox"/> No text messages Your mobile provider's standard rates for receiving text messages may apply.			

Membership is effective through June 30, 2023, upon receipt of this form and dues.

- \$20    Unit 1    Unit 2\*    Unit 3\*\*    Unit 4    Unit 5\*
- \$50    Unit 6    Unit 7    Unit 8    City of Phoenix Retiree\*
- \$100    Middle Manager or Executive

*\*no EDF for professional memberships*

*\*\* EDF available for pay grade 324 and above*

Desired dues payment type:

- Employee Development Funds    Management Development Funds    Cash/Check/Money Order

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

See Membership Application Instructions for application submittal process and dues payment options.

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