



## NAFCC Affiliate Enrollment Guide

At the National Association for Family Child Care (NAFCC), relationships with local family child care associations serve an important role in our mission to support and leverage a nationwide network of providers and partners in expanding and promoting the power of family child care, by connecting *practice, policy, and research*.

Local FCC-led organizations play an important role in keeping child care programs open and advocating for the needs of family child care educators. FCC educators who remained open were asked what supports helped them stay in the field - **The most frequently cited support was peer support**, including informal networking or friendships and more formal peer support groups or state or local FCC associations. In 2023, NAFCC re-launched the Affiliate program to achieve the following goals:

- Build capacity and provide additional support to local FCC-led associations & networks
- Grow NAFCC's base by providing more engagement opportunities for FCC educators
- Strengthen the collective voice of FCC educators by uniting all FCC-led groups

Organizations or groups that directly support NAFCC's mission can apply for one of the following:

- **Affiliate:** Established FCC led organizations with robust membership and dedicated capacity. NAFCC Affiliates have a close relationship with NAFCC & access to a full suite of benefits as an affiliate.
- **Emerging Affiliate:** FCC led organizations that are in the process of growing or only serve a local community may be exempt from some affiliate requirements. Like affiliates, emerging affiliates have a close relationship with NAFCC & access to many benefits as an affiliate.
- **Partner:** Organizations that do not meet the requirement of being led by a majority of FCC educators but would like a formal relationship with NAFCC to access some benefits and networking opportunities.

Please review the guide for more information on benefits, eligibility & steps to affiliate with NAFCC. Enrollment for Affiliate & Emerging Affiliate will launch in July 2023. Additional information for partner enrollment will be available later in 23-24.

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## Affiliate Benefits

<b>Discounted NAFCC Membership</b>	<ul style="list-style-type: none"> <li>• Discounted NAFCC Memberships for affiliate members (\$5 discount off NAFCC membership)</li> </ul>
<b>Co-Branding &amp; Promotion</b>	<ul style="list-style-type: none"> <li>• Listed on NAFCC website</li> <li>• Affiliate logo &amp; Co-branded materials</li> <li>• NAFCC promotion of affiliate events</li> <li>• Customized NAFCC membership portal &amp; page on NAFCC website</li> </ul>
<b>Special Access for Your Members</b>	<ul style="list-style-type: none"> <li>• Special access to focus groups &amp; opportunities to tailor NAFCC services to meet your member needs</li> <li>• Affiliate members have priority access to Leadership Development Programs (e.g., LSL) &amp; communities of practices (e.g., policy, accreditation cohort facilitation support)</li> <li>• Joint advocacy at national &amp; local level</li> <li>• Ability to pre-reserve conference &amp; hotel tickets for affiliate</li> <li>• All other NAFCC membership benefits</li> </ul>
<b>Affiliate Leader Support &amp; Networking</b>	<ul style="list-style-type: none"> <li>• Quarterly Affiliate Leader Virtual Meeting</li> <li>• Networking with other FCC Leaders (e.g., Conference Leadership Day, quarterly virtual meeting)</li> <li>• Directory &amp; Listserv for NAFCC Leaders</li> <li>• Access to resources &amp; discounted services (leadership coaching, train the trainer materials, toolkits, translation, legal support, CEU access)</li> <li>• Input into NAFCC positions, articles &amp; publications</li> <li>• Discounted pricing for NAFCC trainings, including NAFCC Observer Training &amp; Quality Ambassador Training</li> <li>• Priority will be given to Affiliates as potential grant funding partners, as opportunities become available.</li> <li>• <i>Participation in Affiliate Leadership Council &amp; eligibility to be NAFCC Affiliate Board Delegate (Affiliate Only)</i></li> </ul>



## Affiliate Eligibility

- Affiliates will endeavor to conduct programs and activities that further the mission, vision and goals of NAFCC and agree to
  - Support NAFCC, including it's membership, programs and positions
  - Promote NAFCC membership through newsletters, website, and conferences
  - Submit annual reports to NAFCC and respond to requests for information and feedback
- Affiliates must be able to meet the following criteria
  1. **FCC Leadership:** Current or recent former family child care educators must make up at least 50% of the organization's board. This may also include home-based license-exempt or FFN caregivers.
  2. **Organization in good standing:** The organization must be incorporated, have 501©3 or 501©4 status and remain in compliance with all state laws. Affiliates may have a fiscal sponsor that meets the criteria.
  3. **Robust Engagement w/ overlap with NAFCC:** Must have at least 30 members or participants who are also currently members of NAFCC (will be verified during application process).
  4. **Geographic Eligibility:** Must be a statewide association or meet one of the geographic eligibility options outlined below.
  5. **Organizational Capacity:** The organization must have at least 1 full-time, part-time or stipend-ed staff or contractor responsible for affiliate leadership (waived for emerging affiliate)

## Additional Eligibility Considerations

### Emerging Affiliate

Building off the success of NAFCC's Leaders Shaping Leadership fellowship, additional support is available for FCC leaders who are interested in affiliation but do not meet all of the criteria listed above. Emerging affiliates will be exempt from the following requirements but must meet all other affiliate requirements.

- **Geographic Eligibility:** Must be a statewide association or meet one of the geographic eligibility options outlined below. Associations representing Tribal communities or territories are eligible.
- **Organizational Capacity:** The organization must have at least 1 full-time, part-time or stipend-ed staff or contractor responsible for affiliate leadership.

Decisions about emerging affiliates will be made on a case by case basis and at NAFCC's discretion. Priority will be given to groups led by individuals who have either (1) Completed NAFCC's Leaders Shaping Leaders Fellowship OR (2) leading or starting a statewide or local affiliate where no other NAFCC affiliate exists.



## Geographic Eligibility Options

In order to leverage the scale and potential of a national affiliate program, NAFCC prioritizes state-wide associations for the affiliate program. However, local associations are eligible for affiliation if they meet one of the following options:

- If there is no statewide FCC association, a local affiliate can apply for affiliation if they meet all other eligibility criteria.
- If there is a statewide affiliate and/or there are multiple associations within a state that meet the eligibility criteria, the associations will need to provide a memorandum of agreement for how they work together in a state and can apply jointly. For example, local affiliates could be listed on the NAFCC website but only the statewide affiliate will serve on the Affiliate Leadership Council.

## Dual Membership Options

A goal of the affiliate program is to move towards dual enrollment in both affiliates as well as NAFCC for all members. In order to facilitate this, NAFCC will make its membership platform available to affiliate leaders. Then members will be able to enroll for NAFCC and the affiliate in one location. Affiliate leader will be able to maintain a microsite within NAFCC's membership platform to keep track of and communicate with members. Affiliates do not have to use NAFCC's membership platform and should determine which option works best for them. In either option, the Affiliate fees are set by the affiliate and 100% go to the affiliate. Read below for more details on how each option works:

### **Option A – Dual Membership Processed through NAFCC**

- FCC educator goes to NAFCC website & signs up for membership. Educator chooses specific affiliate during registration process & pays for NAFCC membership (at \$40 discounted rate) and affiliate membership.
- NAFCC shall remit said membership shares & dues to its Affiliates on a monthly basis through ACH direct deposit.
- Affiliate has administrator access to NAFCC membership system to see & communicate with members
- Affiliate must be incorporated as a 501©3 or have a fiscal sponsor with 501©3. 501©4's are not eligible & must select Option B.

### **Option B – Dual Membership Processed through Affiliate**

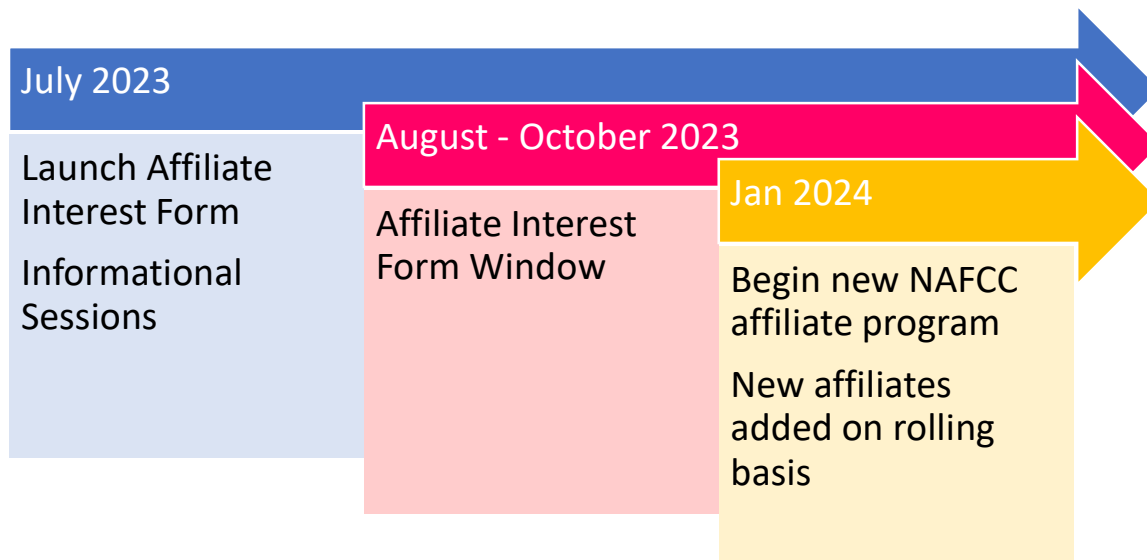
- FCC educator goes through affiliate's process to complete membership. Affiliate collects money from member, including NAFCC membership fee at discounted rate (\$40).
- Affiliate purchases discounted NAFCC membership (\$40) from NAFCC on FCC educator behalf.
- NAFCC provides the affiliate with a coupon code. The affiliate sends the coupon code to FCC educator, who registers on NAFCC's website.



## Costs

- Affiliate: \$125/year (updated Aug 2023)
- Fees waived for emerging affiliates with annual budget less than \$25,000.
- Partner: TBD

## Timeline & Next Steps



### Next Steps

- Share and review the Affiliate Enrollment Guide with your organization's board and/or leadership. NAFCC staff members are available for individual meetings to answer questions.
- **Complete the online [Affiliate Interest Form](#). To be included in the initial round, applications will be due by Monday, October 30.**
- NAFCC will notify applicants of their status by December 1.
- Once approved, organizations will need to sign the affiliate agreement. Official board approval is needed for the affiliate agreement (not the application).

If you have any questions, please contact NAFCC at [membership@nafcc.org](mailto:membership@nafcc.org)





## Frequently Asked Questions

### **Did NAFCC have an affiliate program prior to 2023?**

Yes, NAFCC did have an affiliate program prior to 2023. In 2022, after the pandemic and organizational transitions, a group of FCC leaders came together, at NAFCC's request, to re-envision the affiliate program. NAFCC attempted to contact all former affiliates during the design process. Former affiliates will be considered for affiliation under this program and must complete the application process.

### **Can my organization apply if we are a 501©4 organization?**

Yes, a 501©4 organization can apply. However, 501©4 organizations cannot opt to use NAFCC's membership system for Dual Membership. Additionally, NAFCC is unable to provide any funding, if available, for organizations with a 501©4 designation.

### **Are there additional requirements for organizations with a fiscal sponsor?**

Yes, organizations with a fiscal sponsor can apply if the following conditions are met:

- There is a separate advisory committee that directs the FCC specific initiatives and programs. A majority of current or former FCC educators must be on the advisory committee.
- The FCC affiliate has control over its own budget & resources; an annual budget is set outlining the funds available and projected expenses for the FCC affiliate.

### **Does my affiliate have to charge membership fees?**

No, affiliates do not have to charge membership fees for their services. However, affiliates will need to promote NAFCC membership, which does have an associated cost. Additionally, affiliates that do charge membership fees may want to consider offering a discount for members who are dual enrolled in NAFCC.

### **My organization is FCC-led but we are not interested in affiliation with NAFCC. Are there other ways to engage?**

Yes, we are compiling a list of FCC-led organizations. Sign up [here](#) if you would like to be included. We will be hosting occasional convenings and sharing information for all FCC leaders, regardless of affiliation. Also, if there is an affiliate in your state, we encourage you to reach out to them to partner. Finally, [joining NAFCC as a member](#) is a great way to stay engaged.

### **My organization does not meet the criteria for affiliate or emerging affiliate? Are there other ways to engage?**

We will be rolling out a Partners program in 2023-24. Please sign up [here](#) if you would like more information. Finally, [joining NAFCC as a member](#) is a great way to stay engaged.



## Affiliate Application Questions

Name of Association	
Organizational Address	
Contact Person Name	
Contact email, telephone	
Secondary Contact Person & email	
Association Website	
Social Media	
Year established	
Number of current members	
Annual Budget	
Funding Sources	
Geographic scope	<ul style="list-style-type: none"> <li>• State: _____</li> <li>• Cities: _____</li> </ul>
Organizational Status	<ul style="list-style-type: none"> <li>• We have our own 501©3</li> <li>• We have our own 501©4</li> <li>• We have a fiscal sponsor</li> <li>• We do not have a 501©3 or fiscal sponsor with 501©3</li> <li>• Other: describe</li> </ul>
<b>FCC Activities &amp; Mission Alignment</b>	
Organizational Mission	
Select Activities Your Association Engages in	Checklist: Advocacy, Networking, Accreditation Support, Mentoring, Licensing New Programs, Conference, Professional Development
Please describe your association’s activities that support providers and the profession in your state:	
What are your associations goals for affiliation?	
Additional comments or questions	
<b>Additional Questions &amp; Documents</b>	•
List Board Members & Leadership Staff	<ul style="list-style-type: none"> <li>• Name</li> <li>• Email</li> <li>• Position</li> <li>• Current or Former FCC Educator: yes/no</li> </ul>
Upload Membership Roster	
Is your organization affiliated with other organizations? Please list	
Does your association include regional or local chapters? Please list	
<b>Membership Enrollment Options</b>	
Membership Dues	





Describe your current membership enrollment process.	
Preferred process for membership enrollment	Option A – Dual Membership Processed through NAFCC Option B – Dual Membership Processed through Affiliate Unknown
Acknowledgements I understand that this is an application for affiliation with NAFCC. Sole discretion on affiliate decisions lies with NAFCC. I verify that the information provided is true and accurate. I have authority to apply for affiliation on behalf of my organization.	
Signature	