



Rehabilitation For Wisconsin, Inc.

2007 Corporate Membership Application Form

Organization Name: _____

Address/City/State/Zip: _____

Contact Person: _____ Email: _____

Phone: _____ Fax: _____ Website: _____

Who Introduced You to RFW: _____

MEMBERSHIP DUES CALCULATION

1. Use the chart below, to determine total number of employees subject to RFW's dues structure.

Categories of Employees (enter as FTE for each of the categories)	# of FTE
Administrative	
Professional	
Technical	
Support	
Total	

(See reverse side for which employees are to be counted.) To calculate your organization's dues, enter number of FTE staff by category. FTE means Full Time Equivalent. Both full and part-time employees must be counted. For example, if an employee were working 25% of the workweek, you would count them as .25 FTE. Enter your FTE count on the chart below using no less than .10 of a FTE. One FTE would be entered as 1.00. Three and one-half staff would be entered as 3.50, and fifteen and three quarter staff would be listed as 15.75.

2. Use your total from the chart above to determine your FTE Range below. Your 2007 RFW dues will be indicated in the column to the right of the FTE Range.

Total FTE Staff	2007 RFW Dues Rates
60+	\$5,513
51 - 60	\$4,960
41 - 50	\$4,273
31 - 40	\$3,583
21 - 30	\$2,756
11 - 20	\$2,068
04 - 10	\$138 per FTE
01 - 03	\$500

Enter the dues amount for your organization on the line below:

\$ _____
2007 Dues Amount

3. **Optional:** If your organization would like to sign up as a PDS Investor at this time, please include the additional fee of **\$350.00** and check the appropriate box (This would make your organization a 2007 investor) **For additional PDS Investor information, go to www.rfw.org/rfw/traininganded.htm.**

Yes, sign my organization up as a PDS Investor. No, we are not interested in the PDS Investor Program.

CHOOSE A PAYMENT OPTION

- Check enclosed for total amount due payable to REHABILITATION FOR WISCONSIN INC.
- Quarterly electronic funds transfer. This option will include a 2% service charge. Authorization form will be mailed.
- Charge to: (Check one) MC VISA

Card Number _____ Expiration date: ____ / ____

MEMBERSHIP DUES TOTAL

2007 Dues Amount: _____
PDS Investor Add \$350: _____
Total Amount Due: _____

Rehabilitation For Wisconsin, Inc.

1302 Mendota Street, Suite 200 • Madison, WI 53714-1024
608-244-5310 phone • 608-244-9097 fax • rfw@rfw.org email • www.rfw.org web

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In an effort to better explain the method for calculating membership dues and to assure that all members have a clear and similar understanding on how to calculate the Staff FTE, RFW has developed the following information. RFW believes, if all members use the information below to determine the categories and number of employees subject to RFW's dues structure, we have a fair and equitable volunteer system for calculating membership dues.

DEFINITION OF CORPORATE MEMBERSHIP: A member which is (a) a not-for-profit organization duly qualified under section 501 (c) (3) of the Internal Revenue Code of 1986, as amended, or any successor or replacement law and qualified to do business in the State of Wisconsin or b) a sub-unit of county, state, or federal government, the primary purpose of which is to directly provide vocational, employment, residential, independent living, and/or other support services for persons with disabilities or who are disadvantaged.

DETERMINING WHO SHOULD BE COUNTED IN AGENCY DUES CALCULATION:

You need to determine how you will account for the number of staff (FTEs) you will need to calculate your membership dues. RFW trusts your calculations. The basic element in determining dues for each Corporate Member is a count of the number of full time equivalent employees (FTEs) on your agency's payroll that are subject to RFW's dues schedule as of **THE FIRST PAYDAY IN JULY OF 2006**. This includes all administrative, management, professional, support, production, and other employees within the organization/program. The FTE count is intended to include all staff (administrative, professional, and technical) involved in the direct and indirect delivery of vocational, work activity, residential, day activity, community living, and other rehabilitation services, whether within the organization's building(s) or elsewhere in the community.

EMPLOYEES/STAFF TO BE INCLUDED IN FTE CALCULATION:

ADMINISTRATIVE STAFF - Please count all employees or the portion of their time spent providing management services. Job titles may be: CEO, CFO, COO, executive director, controller, deputy director, director of (re)habilitation services, human services director/personnel manager, director of residential services, director, manager, computer systems manager, and employees involved in public relations, fund raising, and sales/marketing.

PROFESSIONAL STAFF - Please count all employees or the portion of their time directly spent providing professional services to individuals with disabilities. Job titles may be as follows: case manager, case aide, job coach, counselor, job developer, skill trainer, teacher, instructor, adult day services instructors and aides, vocational coordinator, residential manager, home health care/resident/supported employment aides, supported living assistant, independent living coordinators, evaluator, recreation specialist, birth to three and preschool instructors, instructors, etc.

TECHNICAL STAFF - Please count all employees or the portion of their time directly spent providing technical support services. Job titles may be as follows: production and commercial services supervisors, production aides, other staff with the title of aide not counted as professionals, production managers, quality assurance staff, shipping/receiving staff, staff involved with bidding, janitorial, building managers, food service managers, catering staff, purchasing/inventory control staff or other service supervisors, Rest Area Maintenance managers and supervisors.

SUPPORT STAFF - Please count all employees or the portion of their time directly spent providing support services. Job titles may be as follows: secretary, administrative assistant, office manager, typist, clerk, receptionist, word processing specialist, book-keeper, data processing clerk, accounting assistant, payroll clerk, inventory control staff, truck/van/bus drivers and maintenance workers, transportation coordinators, security staff, and cooks.

DO NOT INCLUDE:

Occupational therapists, physical therapists, therapy aides, speech therapists, and individuals with disabilities enrolled in work or training programs or other individuals hired to perform the same production or service functions performed by individuals with disabilities as part of their training or employment program.

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