



# Sphere Associate Membership application form

Associate Member are organisations that do not fit the full member category. They can be UN agencies, donor agencies, national disaster management agencies, standards development organisations, academic institutes, foundations or private sector entities.

## Section 1: About your organisation

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Organisation name

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Main address

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Telephone

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Website

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General email

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## Section 2: Organisation contacts

Please add the following key contacts to the table below:

- Chief Executive (or equivalent)
- Membership Contact: One person (who could be either the CEO or someone different) to receive information about Sphere.

### Chief Executive (or equivalent)

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First name

Surname

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Job title

Direct telephone

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Email

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## Membership Contact

First name

Surname

Job title

Direct telephone

Email

## Section 3: Eligibility criteria and requirements

### 3.1 An Associate Member of Sphere must be legally recognised in the country of its headquarters.

Please outline where your organisation has its legal status and what governs it

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### 3.2 An Associate member of Sphere is an organisation that makes no adverse distinction in its work on the basis of nationality, race, gender, diversity, religious belief, class or political opinion.

Does your organisation meet this description?

Yes

### 3.3 An Associate member of Sphere must meet the requirements for financial accountability under the law in the country where it has its headquarters.

Does your organisation meet this description?

Yes

### 3.4 Please give details of your organisation's annual income from your last audited accounts. These figures will be the basis for your organisation's future membership fees.

Currency

Amount

Period

### 3.5 An Associate member of Sphere must demonstrate two Annual Reports, including financial report

Have you attached the two most recent annual reports and audited financial statements, including sources of income

Yes

### 3.6 A full member of Sphere must acknowledge neither they, nor their affiliates, are listed on the UN Security Council Sanction list.

Can you acknowledge neither your organization, nor any of your affiliates are on **this list**.

Yes

### 3.7 An Associate member of Sphere must demonstrate a commitment to the Sphere Humanitarian Standards in its work.

Please state the various ways that your organisation demonstrates a commitment to the Sphere Standards. Examples could be:

- Reporting commitment in your annual reports,
- Conducting trainings on Sphere,
- Acknowledging your commitment in grant proposals and reports etc.

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### 3.8 An Associate member of Sphere must demonstrate a commitment to the Humanitarian Charter, Humanitarian Principles and Code of Conduct for the International Red Cross and Red Crescent Movement and NGOs in disaster relief

Please state the various ways that your organization demonstrates a commitment to the Humanitarian Charter, Humanitarian Principles and Code of Conduct for the International Red Cross and Red Crescent Movement and NGOs in disaster relief. Examples could be:

- Reference in your Annual Reports,
- Evidence of a Code of Conduct based on the Red Cross / NGO Code of Conduct,
- References in job descriptions etc.

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## Section 4: Associate Membership Fee & Category

Please indicate the relevant income band for your organisation in Swiss Francs (CHF). This figure will be used for invoicing purposes.

- |                                     |                                |                                  |                                  |
|-------------------------------------|--------------------------------|----------------------------------|----------------------------------|
| <input type="radio"/> 100M and over | <input type="radio"/> 50M-100M | <input type="radio"/> 30-50M     | <input type="radio"/> 10-30M     |
| <input type="radio"/> 5-10M         | <input type="radio"/> 1-5M     | <input type="radio"/> 500k to 1M | <input type="radio"/> Up to 500k |

Does your organisation commit to paying membership fees within eight weeks of receipt of annual invoice?

Yes

**Section 5: References**

Organisations applying for Associate Membership must provide two references from two full members of Sphere. Please complete the table below with details.

**Sphere Member Reference one**

\_\_\_\_\_

Contact name \_\_\_\_\_

Job title \_\_\_\_\_

Organisation \_\_\_\_\_

Email \_\_\_\_\_ Telephone \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

How does this person know your organisation? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Sphere Member Reference two**

\_\_\_\_\_

Contact name \_\_\_\_\_

Job title \_\_\_\_\_

Organisation \_\_\_\_\_

Email \_\_\_\_\_ Telephone \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

How does this person know your organisation? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Section 6: Affirmation

By submitting this form you are agreeing, on behalf of your organisation, to adhere to the rights and requirements of membership of Sphere, as outlined in this Membership Policy. You also confirm that you are working to apply Sphere standards in your work.

Signed	Chief Executive (or equivalent)
Name	Date

## Section 7: Application submission and approval

- Submitting your application for membership: Once completed please email this form and accompanying documents to **membership@spherestandards.org**
- Approval process: Sphere staff and its Membership and Nomination's committee will review the application form prior to sharing with the Sphere Executive Committee for a final decision.
- Privacy: Please note that details in section 1 (excluding employee details) may be shared in Sphere communications. All other details will not be placed in the public domain.

## Section 8: Membership application checklist

Please ensure you have attached the necessary documents to your application.

Document	Attached
Statutes, constitution, statutes of incorporation, articles of association or similar document	<input type="radio"/>
Two most recent annual reports and audited financial statements, including sources of income and current donors	<input type="radio"/>