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Document: BOD-SUPPORT-Network

2023.09

Community Network Handbook

Professional Photographers of America Key Document

PPA Community Network Handbook

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Becoming a Community Network Member Procedures and Requirements

The following procedures and requirements detail the application process status with PPA. All decisions of PPA are final, and the granting, renewal, or removal of community network status with PPA is solely within the judgment of the PPA Board of Directors. Requirements for renewal of community network membership can be changed at any time by the PPA Board of Directors.

Community Network Requirements

- Organization President must be a PPA member in good standing.
- Organization must have a minimum of three (3) elected officers.
- Organization must designate an official contact responsible for all PPA correspondence, including invoices.
- Organization must have a minimum of 10 PPA members.
- Organizations with a minimum of 20 PPA members are eligible to give out the National Award.
- Organization must provide PPA with its current total membership counts broken out by PPA members and organization-only members.

Required Documentation/Fees for Application

The following documentation/fees are required to begin the application process and should be provided to PPA in a single package:

- A signed copy of the PPA Principles of Association agreement.
- A completed PPA Community Network Application Form, found at the end of this handbook.
- No membership shall be issued within the territorial jurisdiction of an existing organization unless—in the opinion of the board of directors and after consultation with existing community network members(s)—a compelling reason for the formation is found.
- A non-refundable application processing fee of \$150 (applied toward the annual fee if application is approved).
- A current copy of the organization's bylaws.
- The association's Federal ID number/EIN and documentation (IRS letter of determination) that the organization has IRS 501(c)(3) or 501(c)(6) status.
- A current copy of the Articles of Incorporation from the state in which it is incorporated.
- Evidence of successful organization operation for a minimum of 12 months, including examples of newsletters, meeting announcements, events, and other member service activities.
- A current organization membership application. The application should include ALL membership categories of paid membership, category descriptions and dues for each category.

Process

- Complete application package (see URL below)
- Upon receipt of the full, completed package, PPA will send the primary contact an acknowledgement of receipt.
- If the application is not complete, the organization contact is notified of the missing documentation. The application will not be considered until the package is complete.
- Once complete, PPA will notify the surrounding community network members of the application, with a 30-day comment period.
- After the comment period, the application is then presented to the PPA board of directors for consideration at its next scheduled board meeting.
- The primary contact will be notified about the application status within two weeks of the board meeting.

If you have any questions regarding the policies and procedures for PPA Community Network applications, please contact the PPA Member Value & Experience department by calling 800-786-6277 and requesting to speak with any member of the department, or by emailing communitynetworks@ppa.com.

Link to electronic application: [Community Network Application](#)

Renewing Your Community Network Membership Procedures and Requirements

The following procedures and requirements detail the renewal process with PPA. All decisions of PPA are final, and the granting, renewal, or removal of membership with PPA is solely within the judgment of the PPA Board of Directors. Requirements for renewal can be changed at any time by the PPA Board of Directors.

Community Network Requirements

- Organization President must be a PPA member in good standing.
- Organization must have a minimum of three (3) elected officers.
- Organization must designate an official contact responsible for all PPA correspondence, including invoices.
- Organization must have a minimum of 10 PPA members.
- Organizations with a minimum of 20 PPA members are eligible to give out the National Award.
- Organization must provide PPA with its current total membership counts broken out by PPA members and organization only members.

Required Documentation/Fees for Renewal

The following documentation/fees are required each year:

- Signed and completed renewal form.
- A signed copy of the PPA Principles of Association agreement for the renewal period.
- Annual dues before March 1st - \$200. Annual dues after March 1st - \$300.
- A completed PPA Community Network Renewal Form, found at the end of this handbook, or online, [here](#) (the online version will ask your organization to upload all required documentation).
- A copy of the organization's most recent financial report, 990 tax return, or a copy of the published and dated notification to members that the organization's financial information is available upon request.
- If your organization's bylaws or membership application (or category descriptions) have been updated during the previous year, please send an updated copy with your renewal application.

Process

Community network renewals are due March 1st of each year. Organizations that do not provide all information and fees needed for renewal by the deadline date will lose their PPA Community Network membership.

If you have any questions regarding the policies and procedures for renewals, please contact the PPA Member Value & Experience department by calling 800.786.6277 and request to speak with any member of the department or send an e-mail to communitynetworks@ppa.com.

Link to electronic renewal form:

[Community Network Renewal | Professional Photographers of America \(ppa.com\)](#)

PPA Principles of Association

Professional Photographers of America (PPA) and each organization agree to work cooperatively to further the interest of our common members and the photography community.

These Principles of Association affirm that:

1. We jointly recognize and acknowledge that we are autonomous organizations. We are each independently responsible for our individual organization's successes and challenges.
2. We agree to respect each other verbally and in all written communications. We will respectfully communicate using the appropriate channels to voice concerns, ask questions, and resolve differences.
3. We promote mutually beneficial programs. PPA will promote the value of participation in the community network to PPA members. Community Network members will promote PPA membership to their members.
4. We communicate and share information in a spirit of honesty, openness, and integrity.
5. We enhance and further develop a spirit of cooperation and goodwill between PPA and the PPA Community Network.

To support the above principles, PPA will do the following:

- Make PPA merits available for use, according to the PPA merit system.
- Allow PPA Community Network members to use the PPA merit program logo on approved educational events.
- Maintain a nationwide standard for image judging (12 element of an image) and an approved jurors list.
- List all approved community network organizations and their major events on PPA.com when requested by the member.

To support the above principles, the community network member will do the following:

- Conduct its affairs in accordance with its bylaws.
- Abide by the PPA membership [Code of Ethics](#).
- Have no membership requirements that are discriminatory or in violation of federal antitrust law.
- Adhere to federal laws against price sharing.

- Comply with renewal requirements as set by the PPA board of directors.
- Follow all PPA merit system rules as outlined in the merit chart.

Any violation may result in the immediate suspension or termination of the community network membership until the issue has been resolved.

We have agreed to support the PPA Principles of Association, and this has been recorded in our official organization minutes of the following date: _____

Community Network Name: _____

President's Signature: _____

PPA Merit Allocation

Merits can be earned through competition, leadership, and service. PPA members who earn merits are demonstrating their desire to reach new heights in the industry, and at the end of that journey they are awarded a PPA professional degree.

Each year PPA provides an allotment of merits to approved community network members to reward PPA members who have served in various capacities for their organization.

1. Each community network member may hold one annual event per year with unlimited merits.
2. All community network members are eligible to award up to 40 merits per calendar year. These 40 merits are in addition to the annual event.
3. All attendee service merits are \$10 per merit. Attendee service merits are unlimited.
4. Community network members may award each PPA member a maximum of four merits total per year, two of which can be speaking merits. This does not apply to Continuing Education merits.
5. Members are eligible to receive merits for speaking, service and, judging within their own organization.
6. Merits will not be issued to courses that compete against Imaging USA or other PPA events.

Requesting Merits

If your organization would like to present printed merit certificates at your event, your merit request must be submitted to PPA at least 2 weeks prior to your event date. PPA will automatically print and send Speaker and President merit certificates. If your organization wishes to receive merit certificates for jurors, chairmen, etc., please specify in your submission email or on the merit request form.

- Download merit forms on the [PPA Community Network Resources Page](#)
- Once the form is complete, attach it to an e-mail and send to merits@ppa.com.
- Using the merit form will help ensure the request is fulfilled without error and on time.
- Merit requests will not be awarded if they are not on a PPA merit request form.
Attendee merits must be submitted on an Excel roster with attendees' PPA number, last name, and first name.

Remember: PPA cannot guarantee on-time delivery for merit certificates.

Merits must be requested for their current calendar year. PPA will not fulfill merit requests from previous years.

Please remember that many individuals you are requesting merits for are working towards or are very close to earning a PPA professional degree. They may just be waiting on an organization to submit the merit request to PPA, and timing can be crucial.

November 30th is the deadline for earning merits towards a degree to be recognized at the upcoming Imaging USA event in January. If you have individuals who have been promised merits from your organization for services performed before November 30th, please turn in those merit requests before that date to help eliminate confusion. Merits for members speaking or judging during events held after November 30 can be ordered early, but they will not apply to the member's merit count to be considered eligible for a PPA degree at that time. Such an event would have to be held prior to November 30th for the merit earned to count towards PPA degree eligibility that year.

PPA's Role in Merit Allocation

It is up to the community network member to award merits to PPA members and determine the number of merits being awarded to each PPA member (within the allotment limit and following the guidelines). PPA is the central location and acts as a clearinghouse for merit processing. It is up to each individual organization to assign and distribute merits.

Recruitment Program

Looking for additional revenue for your organization? Let PPA help!

Look no further than your own members who have not become PPA members yet. When you promote PPA's benefits to non-PPA members and they join as a new member through your organization, *your* organization receives a commission!

How Does It Work?

1. Promote PPA membership at your meetings and conventions. Help spread awareness about all the additional benefits your members can receive if they also become PPA members.
2. Share the community network referral program join link with your event attendees and members: [PPA.com/NetworkJoin](https://ppa.com/NetworkJoin)
3. Let your members know that when they join as a new PPA member with the community network referral link, they are helping their organization!
4. For every new PPA member you recruit, PPA will pay your organization a commission based on the type of membership:
 - \$50 for Full Members
 - \$25 for Limited members
5. PPA will track each organization's joins and commission checks will be mailed out March of the following year. The program resets on January 1 of each year, so be sure to have those applications in by the end of December.

How can PPA help?

PPA can supply you with promotional materials to help you promote PPA to your members. We want to help you build stronger relationships with your members and by introducing them to PPA, you're helping them find more resources and become more deeply connected with your organization, too. You can [request PPA materials here](#).

Please Note the Following:

- This recruiting opportunity **cannot be combined** with any other PPA membership promotional program. Your organization's commission replaces any "join now and get a discount" offers from PPA.
- "New PPA members" are defined as individuals who are not currently PPA members and have not been PPA members within the past two years.

PPA Merit Program

Offering a PPA Merit Program is a great way to bring PPA members to your events while offering unique opportunities in education.

The online form is found on PPA.com under Community Network Resources, or you may use the following link: [PPA Merit Program](#).

The merit request form can also be found on PPA.com under [Community Network Resources](#), or you may use the following link to submit the merit request online: [PPA Merit Program](#)

Requirements for hosting a PPA Merit Program:

1. Merit Programs are only offered through an approved community network member.
2. The program must provide at least 6 1/2 hours of face-to-face educational instruction.
3. Multi-day programs must be consecutive.
4. PPA members can only receive one merit for attending the program. (No additional merits for multiple attendance of the same program or for multi-day programs.)
5. The program must be advertised as a PPA Merit Program (with the logo displayed on all printed and electronic marketing materials).
6. All registration and other logistics of the PPA Merit Program must be performed by the host organization.
7. The program tuition and fees must be the same or less for PPA members. No additional fees may be charged to PPA members to cover the merit processing fee.
8. Merits will not be issued to programs that compete against Imaging USA or other PPA events.
9. An excel roster must be provided to PPA within 14 days after the program, including the name, address, and PPA Member IDs (if applicable). A check or credit card payment of \$10 for each PPA member must accompany the roster.
10. Blanket approvals for PPA Merit Programs will not be given. You must submit a request for each program.

Certified Professional Photographer Award

PPA is pleased to offer an award that can be used to enhance your state or regional photographic competition. The award recognizes the highest scoring Certified Professional Photographer (CPP) print, album or electronic submission.

The award itself has the CPP credential mark etched in a glass presentation piece, and it will be provided at a cost of \$70 to each state or region that requests it. The award can be bestowed upon the award recipient at an awards banquet or meeting.

Your organization may present the award at your discretion.

To order this award, please fill out the online form, found in the “Community Network Resources” of the About PPA section of PPA.com or via this direct link: [CPP Award Form](#)

PPA National Award

The PPA National Award is a special honor in recognition of outstanding services to professional photography performed by an individual. PPA makes this award available to any community network member with a minimum of 20 PPA members.

Ordering the PPA National Award

To order a National Award, the [online order form](#) must be completed and payment submitted at least 60 days in advance of the event where the award will be presented.

When ordering the National Award, the recipient's name and the date that the award will be given must be included on the order form. The order will not be approved without this information. "To be determined" in the name or date field will not be accepted.

The cost of the plaque and pin is \$236.00, which includes shipping. The National Award will not be shipped or processed until payment is received. You can pay by credit card or check. If paying by check, please make the check out to Professional Photographers of America and include the e-mail confirmation receipt when mailing to PPA Headquarters. This information is also included in the online order form.

Presenting the National Award

The choice of the recipient is left entirely up to the organizations. It may be given to a member or non-member, to someone in or outside the field of photography.

The presentation of the National Award should be made at one of your events by the highest-ranking PPA official of the executive committee in attendance, current board member, PPA past president or PPA Councilor.

Only one National Award may be presented per organization per year. The award does not need to be given each year if no suitable candidate is nominated. An individual may not receive more than one National Award from the same organization during his or her lifetime.

It is the responsibility of the organization to have the name of the recipient and the date of presentation engraved on the plaque. PPA is not responsible for engraving.

Where to Find the National Award List

The National Award list can be found under the "Competition and Awards Press Room" → ["Community Network Awards"](#).

National Award Sample Press Release & Delivery Speech

PPA has drafted a sample press release and a sample delivery speech that your organization can use to assist in delivering the PPA National Award. Both the sample press release and the sample delivery speech will be emailed to the designated contact at your organization at the time you purchase the national award, and they are also available on the [PPA Community Network Awards page](#).

Use of PPA Member Mailing Lists

Because PPA members value their privacy (and to help you comply with changing federal and state regulations, especially regarding e-mail), PPA provides email and mailing addresses through a list management company.

Purchasing a PPA Member List

Only approved community network members can purchase PPA mailing lists. The use of a PPA mailing list is on a cost basis and will depend on the number of members requested.

In addition, please be aware of the following:

- A PPA mailing or e-mail list may be used once, unless multiple uses are discussed when the initial request is made. There may be additional charges for multiple uses.
- PPA has the discretion to decline or modify a request.
- A list may not be shared, given, or sold to any third party in whole or in part.
- PPA mailing and -email lists are for community network members use only, not for personal use.
- Blast e-mails are done by the list management company.

To request a PPA mailing or e-mail list, e-mail communitynetworks@ppa.com.

Want to reach NEW PPA members right away?

Don't forget that you have immediate access to new PPA members! Just [download the Prospect Mailing Lists .zip file here](#).

Supplemental Information

PPA Community Network Logos

If you are looking for a PPA logo to put on your website, newsletter or approved PPA Continuing Education Course advertisement, you can find them all on our [Community Network Resources Page](#).

Requesting PPA Materials

Your organization may [request printed or digital marketing materials](#) for your upcoming event, including flyers on the PPA Merits & Degrees Program, the CPP Program (Certified Professional Photographer), PhotoCare Equipment Insurance, Imaging USA, PPA Membership, and more. Please submit your request for these materials in a timely manner (at least two weeks in advance of your event is recommended) to ensure ample time to ship your materials to you. PPA cannot guarantee delivery times.

Add Your Upcoming Event to the PPA Calendar of Events

To add your organization's upcoming event to the PPA Calendar of Events, [share the details with PPA here](#).

Community Network members will not hold or promote events that overlap or compete with PPA's annual event without prior written consent.