

*Case Management Society of New England*  
74 Buckboard Rd., Duxbury, MA 02332  
Tel. 603-329-7481  
Email: [CMSNE@CMSNE.org](mailto:CMSNE@CMSNE.org) Website: [www.CMSNE.org](http://www.CMSNE.org)

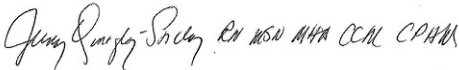
Policy 24-03

Date: 3/8/16

**Policy and Procedure: Purchase of CMSNE Membership Mailing List Labels**

**CMSNE will follow standard guidelines with regard to distribution of membership information to vendors and other requesting parties.**

1. CMSNE may sell, exchange or barter its mailing list labels with other organizations and companies. The primary purpose of these exchanges is to share educational opportunities with the membership.
2. CMSNE agrees to sell the chapter's membership mailing list labels to interested parties for a payment of \$150. The purchaser must complete the **Order Form for CMSNE Membership Label**, guaranteeing one time only use of the mailing list labels. The purchaser may not duplicate labels for future use CMSNE Board of Directors agree that they will in no form sell chapter members phone numbers or email addresses.
3. If an opportunity arises, CMSNE considers the use of its membership mailing labels and/or other proprietary CMSNE mailing lists/labels for barter of services and or products of same or similar value. The Board of Directors, or a duly delegated committee, must approve use of the mailing labels. If shared in barter, the receiver will guarantee that they will not reproduce the labels and that the labels are for one time use only. Example: CMSNE will consider exchanging mailing labels for one time use from one association to the other for sharing educational/programming information. CMSNE will also consider the exchange of mailing labels for other advantageous arrangements such as free registrations to local, regional and/or national conferences or in lieu of booth registration fees.
4. CMSNE will assure that any CMSNE member who has requested that their address not be shared with outside parties be removed from any sold mailing lists.
5. CMSNE will share mailing list via PDF file formatted for printing on Avery Label 5160.
6. CMSNE may also offer the mailing list labels to potential corporate sponsors in exchange for a \$100 reduction in the membership fee. This offer applies if the membership is confirmed within thirty (30) days of the label purchase.

Signed:   
Jenny Quigley-Stickney, President 2015-17

Date: 3/8/16

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## **ORDER FOR CMSNE MAILING LABELS**

Please forward to the address indicated below the most recent listing of CMSNE membership mailing labels. As the purchaser of the membership, mailing labels, you agree to the payment of \$150 to CMSNE and that it will be a one-time use only, no duplication of the labels may be made for future use.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Please forward the mailing labels to:

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Special instructions:

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The mailing labels will be used for the following purpose:

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If labels are being used for announcement of educational program, please provide the date, title and location of the program:

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Would you be willing to share CMSNE membership and educational materials on a resource table at this program? Yes No If yes, who should the materials be forwarded to:

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By signing and returning this application with your payment, you confirm that you agree with the above -mentioned conditions for the purchase of these mailing labels.

If you join CMSNE as a Corporate Sponsor you will receive a \$100 reduction in your membership fee for the first year. This offer remains in effect for thirty (30) days from the date of label purchase (the date you signed this form.)