

## **CHAPTER MAILING LIST POLICY**

AFP Quad-Cities

Date Adopted: August 1, 2007

The Quad Cities Chapter of the Association of Fundraising Professionals hereby establishes policy with regards to the sharing of its member contact information.

- The chapter will never authorize release of the email address, phone/fax numbers of members to outside organizations for any purpose.
- The chapter will abide by the legal requirements to respect all “do not mail” and “do not email” restrictions as coded in the AFP IHQ database and shall not include these members on any mail/email lists.
- The chapter will designate one individual to coordinate all requests for mailing lists to ensure that there are no duplications or omissions. The designated individual shall be authorized to approve “content” of material to be mailed to the chapter mailing list and to forward questionable content to the Board of Directors for final approval. The chapter reserves the right to refuse any request for the chapter’s mailing list.
- The chapter will provide its members with information of other AFP chapters’ educational events as long as the event is not in conflict with a similar program that the chapter will offer within the upcoming program year.
- The chapter will provide information to promote its programs to other chapters who have agreed to notify their membership of the Quad Cities’ chapter educational events.
  - The chapter will facilitate eblasts to the members on the behalf of other approved groups (other AFP chapters, other local nonprofits, etc) who are on a list approved in advance by the Board of Directors. Once “content” has been provided and the approval process has taken place, the eblast will be sent by AFP chapter personnel on behalf of the group initiating the request.
  - For eblasts on behalf of groups on the approved list, no fee will be assessed. For organizations that are for-profit or that do not appear on the approved list, requests will be referred to the Executive Committee of the Board of Directors.
- All eblasts sent out on behalf of other groups will contain a disclaimer similar to:

*This message is provided to you for informational purposes and shall not be construed as endorsement by AFP-Quad Cities of the product or organization that has requested transmission to our members.*