



2011 Co-Sponsored Events Mailing List Policy and Guidelines Form

The Council of Supply Chain Management Professionals (CSCMP) will, on occasion, sell its mailing list to individuals for co-sponsored events only.

CSCMP policy in renting lists:

- We will not sell, rent, give or exchange member names to, with or from for-profit corporations.
- We will not sell, rent, give or exchange member names to, with or from any organization that does not provide our members an opportunity to increase their knowledge. The list will only be provided to individuals for events co-sponsored by CSCMP.
- We will respect the privacy of all members by offering a means by which their names may be suppressed upon their request and we will honor their requests. We will provide notice of this option on our web site and in other member communications. Members are also encouraged to contact CSCMP at 630-574-0985 if they wish to be removed from any list.
- We will maintain complete and accurate records of all uses of membership for at least such time as required by law.

Guidelines in renting a CSCMP mailing list:

- You will not sell, rent, give or exchange member names to, with or from any organization other than with the intention of sending out your material. (Such as a third-party mail house)
- You must supply CSCMP with a copy of all material including the cover letter or email message that will be sent using the CSCMP list for approval prior to receiving the mailing list.
- We require an approximate date when your mailing or email will be sent. If that date changes, CSCMP must be notified of the new date in advance. The mailing or email must be sent within 30 days of data receipt.
- Occasionally CSCMP will request a change in your mail or email date so that it does not conflict with scheduled CSCMP member communications.
- Use of the CSCMP list is done so with the understanding that it is a one-time use. Additional use of the list will require notification to CSCMP for approval first.
- We are not responsible for any return mail or email bounce backs. The data is only as good as it is provided to us.
- You will comply with the laws and regulations of the Internal Revenue Service, and the United States Postal Service.

The Council of Supply Chain Management Professionals (CSCMP) offers our listing in good faith and signature of acknowledgment of having read these guidelines. Any abuse found by CSCMP will result in your termination from being able to purchase additional lists in the future. We offer these list and guidelines of this policy to help us deliver more and higher quality services to our members.

If you have questions regarding the policy and guidelines, please contact Krissy Scordato at kscordato@cscmp.org.

Please sign and return via fax to +1 630.574.0989 or e-mail to kscordato@cscmp.org.

Signature: _____ Date: _____