

Procedure to Request Mailing Labels/Lists from the NCSM Membership List

**LAST DAY TO REQUEST LABELS/LISTS FOR MAILING RELATED TO THE
ANNUAL CONFERENCE IS -- MARCH 4th prior to conference
(PLEASE ALLOW 48 HOURS FOR PROCESSING)**

Non-profit organizations and commercial entities may request to purchase a set of mailing labels of NCSM members. The cost of a set of labels is:

- \$250 per set for non-profit organizations
- \$600 per set for commercial entities

Once the request has gone through an official review process, approval granted, and payment received, NCSM will provide either one set of peel-and-stick address labels or an electronic file, provided the recipient agrees to a single use for the stated purpose on the Mailing List Request Form. Elite Sponsors should use this form to request their complimentary lists.

Approved Label Usage Guidelines, Terms, and Conditions - NCSM reserves the right to reject any and all request.

- The lists can only be used to send the specific item that was approved.
- Data may be sent in an Excel document.
- The list cannot be used more than once; they can only be used for a single application.

Approval Criteria - The NCSM Office reviews all requests for mailing labels using the following criteria:

- Quality: the item is professional in content and appearance
- Usefulness: the information is of interest or is useful to NCSM members.
- Relevance: the item is related to the NCSM Mission and Vision
- Timing: the dates/times of events being promoted do not conflict with NCSM event Content and Design Specifications
- Proposed items cannot communicate specific, explicit, competitive, or adversarial references to another company/organization by name or to any specifically named product or service from another company/organization.
- At no time shall the NCSM logo, name, or acronym be used without written agreement signed by the company/organization's representative and the NCSM Office.
- Proposed items (design, content, copy, etc.) cannot appear to imply NCSM's advocacy or endorsement of any company/organization's product or service.

Approval Procedure - Complete the Mailing Label Request Form and email it to: office@mathedleadership.org

- US Mail: NCSM • 2851 S. Parker Road, Suite 1210, Aurora, CO 80114

Once NCSM has received your request form and sample, please allow 48 hours for approval.

Once your request is approved:

- The NCSM Office will send you an email confirming approval.
- After payment is received, NCSM will mail labels or email Excel spreadsheet; please allow 48 hours.
- Labels/Lists must be used in compliance with all guidelines presented above.

Liability

Companies/Organizations and their agents agree to indemnify and protect NCSM from all claims, actions, or expenses arising from the use of NCSM mailing labels. NCSM shall not be liable for any costs or damages if for any reason it fails to process a mailing label request.