

TITLE: Permission to Use Another Chapter or Organization's Membership List

Date: 02/14/2014

Approval:

Original Approval: 02/14/2014

Colorado HFMA Chapter Board President

Reviewed: Majority Board
Approval

Revised:

**Cross-Reference

Purpose: To ensure requests for permission to promote an educational event via a one-time mailing to the Colorado HFMA membership by another HFMA Chapter or other professional organization are properly evaluated by Colorado HFMA Chapter leadership.

Procedure:

1. Requests for a one-time mailing to the Colorado HFMA Chapter's membership from other HFMA Chapters or other professional organizations should be directed to the Chapter President.
2. The Chapter President will confer with the Officers to ensure there is no reason why a list should not be provided to the requesting Chapter or organization.
3. Generally, the membership list should be provided to organizations that are collaborating with Colorado HFMA on an educational event.
4. Exceptions may be made to the above if the educational event is deemed educationally valuable to the Colorado HFMA membership.
5. The Membership Mailing List Request Form will be completed, signed by the Chapter/Organization President, a copy will be provided to the requesting Chapter/Organization, and a copy is retained by Colorado HFMA.
6. The Membership Mailing List Request Form may be used by Colorado HFMA to request permission to send educational event information to other Chapters/Organizations memberships.



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healthcare financial management association

MEMBERSHIP MAILING LIST REQUEST FORM

_____ is requesting permission from you for a one-time mailing to

_____ Mail

_____ Email

_____ Both Mail and Email

an invitation to the _____ Chapter/Organization members to promote the following event:

Title: _____

Date: _____

Location: _____

I grant permission for a one-time mailing to the membership as stated above.

Name of Chapter/Organization President: _____

Signature: _____

Dated: _____