



# POLICY & PROCEDURES

**POLICY NUMBER:** 7009

**POLICY TITLE:** Member Mailing List

**CLASSIFICATION:** Communications

**DATE(S) AMENDED/APPROVED:** August 17, 2015, February 21, 2023, October 13, 2025

**NEXT REVIEW DATE:** 2028

**PURPOSE:**

**POLICY:**

To increase non-dues revenue, CAHIP will make its active membership mailing list and email list available.

**PROCEDURE(S):**

- A fee will be set by the CAHIP Finance Committee and approved by the CAHIP Board.
- Mailing list provided will be an Excel spreadsheet listing member name, company name and company mailing address, and email. Phone numbers are not provided.
- The minimum value is estimated at \$1,000.
- Notification made to the VP of Communications and VP of Corporate Relations.
- Payment to be made in advance via check or credit card.
- Upon authorization by the VP of Corporate Relations and the receipt of payment, CAHIP's Executive Director shall supply the list as requested via email.

**FINANCIAL IMPACT(S):**

Increase of non-dues revenue.