

POLICY NUMBER: 7011

POLICY TITLE: Chapter Event Announcements

CLASSIFICATION: Communications

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

NEXT REVIEW DATE: 2028

POLICY:

Provide CAHIP Local Chapters an opportunity to promote their major events to all CAHIP members within limits so that members are not flooded with communications. Chapters are entitled to request that CAHIP perform one e-blast per large event to all active CAHIP members each fiscal year.

PROCEDURE(S):

- Each Local Chapter President makes a request via email to the CAHIP President attaching the content of the e-blast that they are requesting on behalf of their chapter and the timeframe they would like the e-blast sent within.
- E-blast is to be complete in its entirety requiring no further editing from CAHIP Staff.
- The CAHIP President, VP of Communications and Executive Director will review, approve and respond to Local Chapter President.
- Once approved the Executive Director will schedule the e-blast so that it does not conflict with other chapter requests or CAHIP's own scheduled communications.
- Executive Director will send out e-blast with a message at the top stating that it is being sent with the permission of the CAHIP President (state name) to all active CAHIP members on behalf of the local Chapter (state chapter).
- Subject line of email will be consistent with naming of all CAHIP communication emails and indicate chapter and event title, no other variations or promotional content in the subject line will be allowed.
- Executive Director will maintain log of requests made by each chapter and report to CAHIP President and VP of Communications if new request received exceeds the established threshold.

FINANCIAL IMPACT(S):

None.