

## **STUDENT CHAPTERS: NEED HELP? HERE'S WHO TO CALL**

### **To Order Your Membership List**

Your chapter's membership list is available to you electronically at no charge! Only officers and committee chairs are authorized to place an order. The membership lists are sent via e-mail with an attached file in Excel format containing the member ID#, name, mailing address, daytime phone number, home phone number, e-mail address, membership start and expiration dates, membership type, and chapter.

#### **To order your list, contact:**

Dao Tran, Membership Services, [mbrship@cec.sped.org](mailto:mbrship@cec.sped.org), 800/224-6830, ext. 432.

#### **Provide the following information:**

- Unit name. Chapters must also provide chapter number.
- Name, daytime telephone number, and e-mail address of person to receive the file.
- Date needed. Please allow 3-5 working days.
- Need instructions for creating mailing labels? Just ask!

**Your membership lists can be used only by your chapter for activities sponsored or co-sponsored by your chapter.** Unauthorized users will be billed. On the CEC membership application and renewal form there is a space for members to indicate they don't want their name released to other organizations or companies. Please help us ensure that their privacy is respected by not distributing your membership list to unauthorized users. Thank you for your cooperation.

### **Need Membership Applications or Officer Resource Materials?**

To order membership applications, Top 10 Reasons flyers, other recruitment materials, or the To The Point handbook and other officer resource materials, contact CEC's Constituent Services Center at 888/232-7733 or e-mail [mbrship@cec.sped.org](mailto:mbrship@cec.sped.org).

### **Have a Question? Need Other Assistance?**

Contact Susan Simmons, Director of Membership Services, at [susans@cec.sped.org](mailto:susans@cec.sped.org). Susan is also the CEC Staff Liaison to the CEC Standing Committee on Students.