

## HOW TO ORDER MEMBERSHIP LISTS

**Your unit'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 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 affiliation. The file is in Excel format.

### To order, contact CEC Headquarters:

- State/provincial units and chapters: Dao Tran, membership@cec.sped.org, 866/509-0218, ext. 432.
- Divisions and subdivisions: Anna Henderson, annah@cec.sped.org, 866/509-0218, ext. 433.

### 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.
- **Purpose—i.e., what will be distributed to the members on this list? Please be specific.**
- Need instructions for creating mailing labels? Just ask!

**Your membership lists can be used only by your unit for activities sponsored or co-sponsored by your unit.** Unauthorized users will be billed. Other persons, organizations, and companies who want to reach your members regarding job openings, surveys, conferences, products or services must contact Victor Erickson, CEC's Director of Advertising, Exhibits and Sales, at 866/509-0218, ext. 454 to rent the membership list. 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.

\* When a member opts-out from general CEC e-mails, they will not receive any future e-mails from CEC. When you request a membership list from us, you will receive two lists:

- One list with general contact information (name, organization, mailing address, telephone, and e-mail address) for your members who have not opted-out of e-mail. If they do not have an e-mail address on their membership record, that field will be blank.
- Another list with general contact information (name, organization, mailing address, and telephone) for those members who have chosen to opt out of e-mail. You will need to use other methods (mail, phone, or fax) to communicate with those members—especially if it is about something that is a right of membership (i.e., voting in your election for officers).

This is done to comply with the CAN-SPAM Act of 2003.