

POLICY: **Mailing List Rentals/Email Blast**

FUNCTION: The Wisconsin Dietetic Association (WDA) membership list is for Association business, continuing education opportunities and products or service of interest to members.

REGULATIONS: 1. Each request for label rentals and/or use of Email blast must be accompanied by a completed List Rental and User Agreement order form.  
2. **Mailing lists are rented for one-time use only. Lists must not be duplicated, transferred or sold to a third party, integrated into a permanent data base, or used for any other purpose than the expressed purpose for which it is approved.** Violation of these specifics will be grounds for denial of any future rental request.  
3. Email blasts should be sent to [WDA@centurytel.net](mailto:WDA@centurytel.net). WDA Executive Coordinator will implement the email blast request. Email addresses will not be released to the renter.

FORMAT/PRICING: Format for mailing labels

1. Pressure sensitive labels = \$.10/name plus \$25 nonrefundable service fee.
2. Email (Excel format) = \$.08/name plus \$25 nonrefundable service fee.

Other Pricing for mailing labels

1. Customer will be invoiced for the exact number of labels actually sent.
2. Rush order: \$25 additional (shipped in fewer than 7 working days).
3. Cross tabulation/merges (combining more than 1 option) or special sorts: \$10.00 each.
4. Order changes after printing is completed will be charged an additional \$25.00.
5. Pricing includes shipping charges based on US Postal system-ground.
6. Payment for the list must be made within 30 days of date of invoice.

Format for email blast

1. Sender will provide a pdf format for attachment and introduction message without graphics in MS Word. A jpg file of your logo may also be included with the other two items. All should be sent in one email.

Pricing for email blast

1. To send an individual posting to members only, \$55.00 per blast; to members and nonmembers \$75.00 per blast.

EXEMPTIONS:

1. Wisconsin Dietetic Association Districts/Regions- MDA and MDDA requesting labels for outreach to WDA members in their home district will be waived the service fee.
2. Once a year MDA, MDDA, Northern Region Representative and any approved Local Area Groups (LAG) may request a membership list or labels of their district or region without charge. Names may be copied for future membership verification purposes only. Any additional lists requested throughout the year will be charged current rate minus the service fee.
3. MDA and MDDA requesting an email blast to ALL WDA members/nonmembers will be charged \$55.00 with the option of one follow-up email blast of the same posting to the same recipient list at no charge.

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