



## Mailing Labels Rental Policy

**Effective Date:** February 2011; June 2011; May 2014; June 2018

AAHPM is committed to making use of member names and addresses when such use is in conjunction with the association's mission to promote the professional advancement of Hospice and Palliative Medicine physicians and to provide a resource for information on matters pertaining to Hospice and Palliative Medicine.

AAHPM will rent membership labels to non-profit organizations and commercial corporations for one-time use. Members may choose to have their name excluded from mailing lists that are rented or published. Rental of member names and address will be provided, as appropriate for the following purposes:

- alerting members of CME opportunities relevant to the field of Hospice and Palliative Medicine
- marketing of an organizations' educational products and services;
- facilitate pertinent communication between organizations and AAHPM members;
- promote the specialty of Hospice and Palliative Medicine

Rental of member names and addresses may **not** be provided for promotion or solicitation of:

- educational products deemed to be in direct competition with an AAHPM product;
- membership solicitation to another organization;
- educational events scheduled within 45 days before or after an AAHPM educational offering and deemed to be in direct competition with an AAHPM educational offering;
- solicitations for funds, donations, or the like
- recruitment of healthcare professionals

Rental of Annual Assembly attendee names and addresses may **not** be provided for promotion or solicitation of:

- educational products deemed to be in direct competition with an AAHPM product;  
8735 W. Higgins Rd., Ste 300 / Chicago, IL 60631 / 847-375-4712 / [www.aahpm.org](http://www.aahpm.org)

- membership solicitation to another organization;
- educational events scheduled within 45 days before or after an AAHPM educational offering and deemed to be in direct competition with an AAHPM educational offering;
- solicitations for funds, donations, or the like

Fees for membership lists will be established by staff and included in the annual budget.

#### **Procedural Guidelines**

Requests must be accompanied by sample draft of the mailing piece and pre-payment. Once reviewed, written approval from designated AAHPM staff must be provided prior to renting of the labels. Any exceptions to this policy can only be made with permission from the AAHPM Executive Director.

#### **Terms for Usage of Mailing Lists**

AAHPM membership names and addresses are proprietary and are protected by copyright. AAHPM is the sole owner of the membership names and addresses.

Rental of an AAHPM mailing list is provided electronically and for one-time use for each approved request. E-mail addresses are not available.