



### POLICY #3

Subject: Distribution of WISPAN Membership List for non-WISPAN Sponsored Activities.

Written: 9/90. Revised: 02/00, 02/07,

Policy Statement: This policy identifies requirements of non-WISPAN sponsored activities, which request the use of WISPAN membership list.

Activities, which are not sponsored by WISPAN, include those, which are not planned or implemented by WISPAN or financially supported with WISPAN funds.

Policy: Any program or project not sponsored by WISPAN, for which WISPAN's membership list is requested for promotional purposes must adhere to the following guidelines:

1. Each request will be considered individually and decided by the WISPAN Executive Board.
2. Contact hours must be offered.
3. Agency or organization requesting WISPAN membership list will be responsible for any expenses incurred in the release and/or disbursement of promotional material.
4. WISPAN letterhead will not be used for any non-WISPAN sponsored activity.
5. Organizations obtaining WISPAN membership list may not sell or share said list with others.