

NEW JERSEY SCHOOL BOARDS ASSOCIATION

GOVERNANCE & OPERATIONS

FILE CODE: GO/1111.4

COMMUNITY RELATIONS
MAILING SERVICES

Distribution of Mailing Lists to Outside Agencies

The NJSBA recognizes that from time to time other public agencies, educational institutions, foundations and private organizations may have meritorious reasons for addressing individual board members listed with the NJSBA.

Upon receipt of a meritorious request for the use of board member mailing lists, the Executive Director, at his/her discretion, shall first explore and may authorize alternative methods for reaching the desired audience (such as institutional advertising in NJSBA periodicals, mailings to school districts rather than individuals, and mailings to individuals by NJSBA at the expense of the party making the request) so that board members' home addresses are not released.

The Executive Director may authorize the release of a mailing list of individuals at the local board address provided that all the following conditions are met:

- A. The mailing must serve a valid purpose which is within the charter and objectives of the NJSBA as set forth in its Bylaws.
- B. There must exist compelling reasons for not utilizing alternative methods of reaching the desired audience.
- C. The NJSBA must receive a written guarantee that the list will not be used, distributed, or transmitted for any other reason except for the stated purpose.

Authority: BD 10/73
BD 9/79
BD 10/80
BD 10/81
BD 9/94

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II. Distribution of Mailing Lists/Telephone Numbers to Boards and Board Members

The NJSBA will, upon request, and at a reasonable fee, distribute to any local board member or local board of education the board office addresses and/or phone numbers of all board officers and senior employees: board presidents, delegates, alternates, chief school administrators and board secretaries/business officials. Where the request is for board member labels or telephone numbers, however, it will be granted only with the approval of the Executive Director, according to the conditions established for requests from outside sources.

Authority: DA 12/779
DA 6/7925

N E W J E R S E Y S C H O O L B O A R D S A S S O C I A T I O N

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