

# NEW JERSEY SCHOOL BOARDS ASSOCIATION

## GOVERNANCE & OPERATIONS

FILE CODE: GO/6704R

### PROGRAMS AND SERVICES ASSOCIATION MAILING LISTS

#### Non-Board-Member Labels

Upon determination by the Director of Finance and Operational Services that the distribution of non-board-member lists or mailing labels will serve the interests of local boards and their staffs, Finance and Operational Services shall arrange for delivery of the lists or labels. The costs of production and postage, plus a reasonable service charge, shall be made in all cases. All requests for board member lists or labels must be approved by the Executive Director.

Issued: October 20, 1980

Revised: July 1, 1991  
July 6, 1994

#### Distribution of Mailing List To Commercial Concerns

The Exhibits Manager, upon request, and at a reasonable fee, may distribute to any commercial concern the addresses of all chief school administrators and board secretaries/business officials. If the request is for Workshop registrants, all board member addresses will reflect the board address (not the home address). Charge to commercial concerns shall reflect the fair market value, cost of production, postage, plus a reasonable service charge.

Issued: July 1, 1991