**Consistent with AAUW California Policy 107-Release of Member information to Third Parties, *section 107.4*:**

*Mailing labels may be made available for* ***one time use*** *to organizations whose goals, purposes and policies are compatible with those of AAUW.*

Mailing labels may be released following review and approval by the state president and at least one other member of the executive committee. Any fee for providing mailing labels shall be set by the finance committee. Requests that do not meet AAUW standards or these policies shall be rejected.

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| --- | --- |
| **Requesting Company or Organization Name:** | |
| **Contact person:** | |
| **Address: Phone:** | |
| **Email:** | |
| **Request Date:** | **Date labels Needed:** |
| *The Label Format you receive will be:*  Jane Doe  1234 Suffrage Street  Sacramento, CA 12345 | |
| **Label Order: ⬜ Alphabetic ⬜ Zip Code Order:** | |
| **What is the Purpose of your request for labels?** Specifically describe your intent for this one-time use: | |

A copy of the proposed mail-out must be attached to this request. Labels will not be printed without a copy of the mail-out.

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| **Request Approval:** | **⬜ Approved** | **⬜ Denied** | |
| **Comments:** | | | |
| **Signature of State President /approval:** | | | |
| Printed Name: | | | **Date:** |
| **Signature of executive committee member /approval:** | | | |
| Printed Name: | | | **Date:** |