

This policy sets a schedule for general information mailings to the Members and establishes a fee schedule for the inclusion of ad pieces in the mailing by NBMA-AMNB Members or third parties.

### **Schedule**

- A general informational mailing will be made to the Members during the months of March, April and August.
- The March mailing will include information on the annual convention and the training sessions to be presented when applicable.
- The April mailing will include the Agenda for the Annual General Meeting to be held in May.
- The August mailing will include the Minutes of the Annual General Meeting.

### **Advertising Charges**

- The charge for inclusion of advertising pieces in a general mailing shall be forty dollars [\$40.00] per double-sided 8.5 X 11.5" sheet.
- Should translation be required, we may be able to provide this service at a rate of \$0.30 per word.
- Should photocopying be necessary the charge will be \$0.10 per 8.5 X 11" side.
- If it is desired to mail out to our members at any other time we will label and mail pre-stamped and stuffed envelopes at a charge of \$25.00 per mailing. We will not provide our Member list to any advertiser.