

Knoxville Bar Association

P.O. Box 2027, Knoxville TN 37901-2027 PH: 522-6522 FAX: 523-5662 www.knoxbar.org

KBA Mailing Label Policy

Members	\$100
Non-Members (announcements)	\$300
Non-Profit Organization (announcements)	\$200 (At discretion of Executive Committee)
CLE Provider	\$450
For Solicitation Purposes (other than CLE)	\$1000 (At discretion of Executive Committee)

As a service to KBA members, the Board of Governors adopted a policy which permits members to obtain a set of KBA mailing labels in order to send announcements, address changes, invitations, etc. Members will be asked to sign a release stating that the labels will not be released to any non-KBA member in order to protect members from receiving unwanted solicitations. If a member wishes to use the KBA mailing labels for solicitation purposes, and such request is approved by the Executive Committee, the Board of Governors has determined that a \$1000 charge is appropriate with the benefit to KBA members outweighing the potential for members receiving unwanted solicitations from other members. The KBA will also make available to members a USB flash drive which contains the mailing list for a charge of \$300. Members will be asked to sign a release stating that the mailing list will not be released to any non-KBA members and will not be used for solicitation purposes, without prior approval from the Executive Committee and the \$1000 payment reflecting a solicitation.

This policy was approved by the KBA Board of Governors on August 21, 2019.

RELEASE:

I agree not to release the membership mailing list provided by the Knoxville Bar Association to anyone (including other KBA members), nor will I use the mailing list in a solicitation without approval of the KBA Executive Committee and payment of the additional \$1000 fee.

Name of KBA Member _____

Signature _____

Date _____

Mailing Labels \$100

Attorney members of the Knoxville Bar Association in mailing label format as of the date of purchase. Member acknowledges that by signing this release that they are prohibited from releasing the data to anyone and the data will not be used for solicitation purposes.

Current mailing address provided for each KBA member.

Purpose of Request:

- ☐ Announcement**
☐ Address Change**
☐ Invitation**
☐ Other

Sort Preference:

- ☐ Zip Code Order
☐ Alpha by Last Name

USB Flash Drive \$300 [Available to KBA Members Only]

The complete roster of attorneys included in the most recent KBA Attorneys' Directory (data current as of date of purchase). Member acknowledges that by signing this release that they are prohibited from releasing the data to anyone and the data will not be used for solicitation purposes.

Purpose of Request:

- ☐ Maintain addresses on database
☐ For use on PDA
☐ Other _____

Format Preference:

- ☐ Microsoft Excel
☐ Microsoft Word

Typically the order for the mailing labels or USB flash drive will be available within three business days from the date that the request and payment is received. You will be contacted when the order is ready to be picked-up at the KBA Office. An additional fee of \$10.00 will be added for mailing the USB flash drive directly to you.

**** PLEASE NOTE: Before any labels are sold, the KBA must receive a copy of proposed mailing material being sent to the members for approval. Orders cannot be finalized without the submission of proposed mailing material.**

Date: August 21, 2019