# REQUEST FOR SHRM QUARTERLY MAILINGS

The society for Human Resource management (SHRM), Central New York Chapter, will be offering opportunities for agencies and providers of HR-related products and services, to place an insert with our "Quarterly Mailings", with the following guidelines and provisions:

1. The product, service or event must be of potential interest and benefit to our members *in their roles as human resource professionals.*
2. Pricing is as follows:
   **Non-For-Profit Members** - $300 **Non Members** - $400
   **Regular Members** - $350
3. The insert must be approved prior to distribution. Questionable or precedent-setting situations may need to be resolved, which may delay the approval process.
4. Requests for inserts are for a one-time, single use only.
5. The request must be accomplished by a sample of the insert intended to be distributed.
6. Once approved, requester must pre-pay. Checks should be made payable to SHRM-CNY Chapter and mailed to Chapter Administrator, CNY SHRM, P.O. Box 5216, Syracuse, NY 13220

**REQUEST FOR SHRM-CNY QUARTERLY MAILINGS**

NAME:_____

PHONE:_____ FAX:_____

E-MAIL:_____

ORGANIZATION:_____

ADRESS:_____

_____

MEMBERSHIP STATUS:_____NOT FOR PROFIT? □ YES □ NO

I am requesting to participate in an upcoming SHRM-CNY quarterly mailing. SHRM-CNY will determine the timing of the quarterly mailing. I understand I am required to provide SHRM-CNY with a 8.5 x 11 photo-ready proof. Further, I understand that SHRM-CNY at its sole discretion many disapprove of the proof. I have read the above guidelines and agree to abide by them.

SIGNED:_____

DATE:_____

Please call Andrew Carolin at 315-466-1014