



## NSPRA Membership Incentive Program Participation Letter of Agreement

Chapter: \_\_\_\_\_

Chapter Contact:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

The \_\_\_\_\_ chapter agrees to participate in the 2018-2019 NSPRA Membership Incentive Program.

Chapter responsibilities include:

- **Providing NSPRA with a complete chapter membership roster** via email at [tjones@nspra.org](mailto:tjones@nspra.org) by Oct. 31, 2018. The roster should be provided in a spreadsheet (Microsoft Excel file preferred) that includes each member's name, title, organization, address, city, state, postal code and email address.
- **Distributing an e-mail marketing letter to all chapter members** by Nov. 30, 2018. NSPRA will provide a sample letter for the chapter's use to be adapted as necessary. Send a copy of the chapter's e-mail marketing letter to [tjones@nspra.org](mailto:tjones@nspra.org).

Signed \_\_\_\_\_ Date \_\_\_\_\_

Please submit your completed letter of agreement to Senior Manager Tommy Jones via e-mail at [tjones@nspra.org](mailto:tjones@nspra.org) or fax at (301) 519-0494 by Nov. 15, 2018.

*Chapter Qualification (To be completed by NSPRA)*

Good Standing: Yes \_\_\_\_\_ No \_\_\_\_\_