



National School Public Relations Association
The leader in school communication™

Chapter Cash-back Incentive Program for NSPRA Membership: Participation Letter of Agreement

Chapter Name: _____

Chapter Contact:

Name: _____

Chapter Officer Title: _____

Mailing Address: _____

Phone: _____ E-mail: _____

The _____ chapter agrees to participate in the 2019-2020 Chapter Cash-back Incentive Program for NSPRA Membership.

On behalf of the chapter, I certify our understanding that the chapter’s responsibilities as part of this agreement include the following:

- **Submit a copy of your complete chapter membership roster to Senior Manager Tommy Jones at tjones@nspra.org by Thursday, Oct. 31, 2019.** Provide the roster as a spreadsheet that includes each current chapter member’s name, title, employer/organization, mailing address, city, state, postal code and email address. Microsoft Excel spreadsheets are preferred, but Google Sheets are also welcome.
- **Distribute two emails marketing NSPRA membership to your current chapter members, the first by Friday, Nov. 15, 2019, and the second by Tuesday, March 31, 2020.** NSPRA will provide sample marketing email content that can be adapted as necessary for the chapter’s use. Include tjones@nspra.org in the distribution list for the marketing emails or forward a copy to the same email address.

Signed _____ Date _____

Please submit this completed letter of agreement to Senior Manager Tommy Jones via e-mail at tjones@nspra.org or fax at (301) 519-0494 by Oct. 31, 2019.

Chapter Qualification (to be completed by NSPRA):

Good Standing: Yes ____ No ____