

**Willamette Valley Development Officers
Mailing List/List Usage/Job Source Policy**

WVDO is Oregon's largest organization for nonprofit fundraising professionals and volunteers. The organization's 800 members represent a broad base of nonprofit organizations. WVDO is the Portland-metropolitan area's premier service organization for development officers, executive directors, board members, event coordinators, marketing managers and other nonprofit professionals and community leaders.

WVDO rents its targeted membership mailing list to organizations and individuals for the purpose of advertising **job openings, educational/training opportunities, or products or services directly related to nonprofit fundraising**. Before the mailing list is rented, the proposed mailing piece must be submitted to WVDO for review. The organization reserves the right not to rent the list for use in connection with any program that does not further WVDO's tax-exempt purposes.

The mailing list is the property of WVDO and is rented for **one-time use only** by the requestor. The purchaser, its agents and its employees will not copy, distribute, sell or otherwise make available in any form the names, addresses and/or email addresses provided by WVDO except for the purpose approved by WVDO. The mailing list and the information contained therein is not to be reproduced nor archived in any form, electronically or otherwise, or sold to any other party.

List usage prices are as follows:

Category	Member Use	Non-member Use
JobSource		
Website Listing Only (one-month)	\$50	\$125
Website Listing Only (two-month)	\$75	\$150
Mailing Labels Only	\$50	\$125
Website Listing (one-mo.)& Mailing Labels	\$100	\$175
EDUCATION & TRAINING ANNOUNCEMENTS (Non-profit use only)		
E-mail Announcement Only	\$50	\$125
E-mail Announcement & Mailing Labels	\$100	\$175
COMMERCIAL/For-Profit Use		
Mailing Labels	\$200	\$275

Terms

Prepayment is required by check or credit card via Pay Pal. Jobs submitted to JobSource will be posted to the website in a timely fashion in anticipation of receiving full payment, a signed request form/agreement, and a sample of the item being posted/distributed. Label orders will not be fulfilled without these items. Requests will be reviewed and processed regularly, but may take up to 10 business days to process. Processing may take longer if the request form is incomplete or payment has not been received. If the mailing piece does not meet our criteria, requestors will be notified within 10 business days of the date received. Refunds will not be given once the order has been processed.

Mailing Labels

Rush orders of mailing labels for job listings only are shipped within 3 business days. **There is an additional \$25 charge for rush orders.** Labels must be used within 4-6 weeks of purchase.

Mailing labels are available in the 30 per page (3 across and 10 down format). The number of current WVDO members will be confirmed upon receipt of your order.

Email Announcements of Nonprofit Education/Training Opportunities

Email announcements will be distributed directly by WVDO through a bi-monthly email update to WVDO members with links to purchaser's website. Purchasers should provide copy in Microsoft Word format.

Commercial/For-Profit Use of the WVDO List

WVDO may rent its mailing list at the above listed rates to businesses and individuals requesting them for the purpose of marketing a program, product or service directly related to fundraising. In the future, Commercial/For-Profit Use of the WVDO List may also include a link on WVDO's website. Commercial use of the list will be determined solely based upon the following criteria:

1. The mailing piece/advertisement promotes a program, product or service, which reasonably can be expected to be of interest to WVDO members by virtue of its relevance to nonprofit fundraising;
2. The mailing piece/advertisement is tastefully designed and does not make claims that have no basis in fact; and,
3. To the best of WVDO's knowledge, the sponsor of the mailing piece/advertisement is reputable and can be expected to provide the service or product promoted in the mailing piece in accordance with the language therein.

**WILLAMETTE VALLEY DEVELOPMENT OFFICERS
Mailing List/Label Usage/JobSource Request Form**

The following is required before processing your request:

1. Completion of the information below, 2. Sample of the proposed mailing piece, and 3. Payment rate confirmed and received.

Contact:	<input type="checkbox"/> Member organization <input type="checkbox"/> Non-member organization (\$75 surcharge) <i>For non-members(complete info below):</i>
Title:	Apply \$75 non-member surcharge as membership fee? <input type="checkbox"/> Yes <input type="checkbox"/> No
Organization Name:	If joining, Name & Title of WVDO member:
Address:	New member phone:
City, State & Zip Code:	New member email:
Phone:	Share my information with other organizations (including job announcements)? <input type="checkbox"/> Yes <input type="checkbox"/> No
E-Mail:	List in WVDO Membership Directory/Website? <input type="checkbox"/> Yes <input type="checkbox"/> No
TITLE OF JOB LISTED:	I would like to volunteer with WVDO. <input type="checkbox"/> Yes <input type="checkbox"/> No

List Usage (check one) (Member prices are listed to the right of each usage.):

Job Source Listing/Announcement: Website Only-1-Month (\$50) Website Only-2-Month (\$75)

Labels Only (\$50) Website & Labels (\$100)

Professional Education or Training Event: Email (\$50) Email & Labels (\$100)

Product, Service or Program Advertisement: Mailing Labels (\$200)

****Non-members add an additional \$75 for each selected use.**

TOTAL DUE: \$ _____

TOTAL PAID: \$ _____

Method of Payment

Check Visa/Mastercard _____ exp. _____

Please send completed form, sample, and payment to WVDO, 619 SW 11th Ave., Ste 121, Portland, OR 97205.

On behalf of the above named organization, I agree to use the requested mailing list for the purpose indicated above and in the attached sample. I understand and agree to the one-time only usage of this information.

****If a Visa/Mastercard number and expiration date are listed, I authorize WVDO to charge the card for the List Usage indicated above.**

Signature

Date

Printed/Typed Name & Title

WVDO Use Only:	Date Received: _____
Announcement emailed: _____	
Web posting: _____ De-list Date: _____	Confirmation/Invoice e-mailed _____
Labels mailed: _____ Excel _____	by: _____
