

# AEJMC Mailing Labels

## Information Sheet

The association's mailing labels are maintained on a database system in the Central Office. You may order labels of your division or interest group, or other divisions/interest groups, for official use, for \$10 per group. The charge is done by an internal transfer of funds. This fee is to offset the cost of the labels themselves and the cost for postage. In order to get this reduced rate, the requester **MUST** say that the labels are for a division/interest group use and that the cost be charged to the appropriate group.

**Once the labels are ordered**, they will be processed within 2 weeks. Depending on the number of previous requests, they may be processed sooner. If you ask for overnight delivery, the division/interest group will be charged for this extra cost.

**Each time you do a mailing**, you should request a new set of labels. Address changes and new members are done on a daily basis. In order for the labels to be current, they should be ordered just before you need them.

By the action of the Council of Divisions several years ago, all labels run for newsletters automatically include the members who are part of the Council of Divisions database. This is to keep all AEJMC leaders up-to-date on the happenings in all parts of the association. This list also includes vice heads and program chairs as well as heads.

**To request labels**, contact Pamella Price, Membership/Subscription Manager, at the Central Office. Her direct phone number is 803/772-3507 or you can email her at [aejmcmemsub@aol.com](mailto:aejmcmemsub@aol.com).