



NACUBO Mailing List Request

- Mailing lists are available to NACUBO member organizations only.
- A copy of your mailpiece must be provided to NACUBO before the list is rented.
- Print and complete form.
- Sign in the space provided on page 2.

Renter's Name: _____ **Date of Request:** _____

Title: _____ **Telephone:** _____

E-mail: _____ **Date Needed:** _____

Company: _____

Address: _____

Purpose: _____

**Mailing lists will be provided as *.csv or Excel files, sent via e-mail.
Files may not be retained in any form—either in electronic or hard copy—after use.**

Selection:	Approximately
<input type="checkbox"/> NACUBO Institutional Primary Representatives (Chief Business Officers)	2,450 records
<input type="checkbox"/> NACUBO Primary Representatives all member types (association, companies)	3,500 records
<input type="checkbox"/> Full <i>Business Officer</i> magazine mailing list	26,000 records

(the lists below are subsets of the above lists)

<input type="checkbox"/> NACUBO Private Institutions Primary Representatives	1,200 records
<input type="checkbox"/> NACUBO Public Institutions Primary Representatives	1,250 records
<input type="checkbox"/> CACUBO Newsletter	5,800 records
<input type="checkbox"/> CACUBO Institutional Primary Representatives	675 records
<input type="checkbox"/> EACUBO Newsletter	7,500 records
<input type="checkbox"/> EACUBO Institutional Primary Representatives	900 records
<input type="checkbox"/> SACUBO Newsletter	7,800 records
<input type="checkbox"/> SACUBO Institutional Primary Representatives	900 records
<input type="checkbox"/> WACUBO Newsletter	3,600 records
<input type="checkbox"/> WACUBO Institutional Primary Representatives	425 records

(The Primary Representatives is considered to be the primary contact at that organization.)

- Country Domestic (United States, Canada and Mexico)
 International
 Both

Special Select: _____

Prices: \$200 per thousand contact names, with a minimum charge of \$300. At the request of our members, telephone, fax, and e-mail information is not available.

Please contact Mailing List Coordinator
at 202.861.2560 if you need assistance filling out this form.

NACUBO MAILING LIST RENTAL AGREEMENT

This agreement is subject to the following conditions:

1. Renter understands and agrees that NACUBO is making its mailing list (“mailing list” refers to the electronic file) available to renter on a **ONE-TIME ONLY** basis and solely for renter’s use as stated on request form. Any other use of the mailing list for any purpose is specifically prohibited unless NACUBO grants permission for such use in writing and renter pays the appropriate fee for such use.
2. The mailing list renter shall use the mailing list provided by NACUBO only for pre-approved promotional mailings. Renter will make no claims that the mailing is in any way endorsed by NACUBO without prior written approval of NACUBO. The mailing list renter agrees that the promotional piece supplied for approval with this agreement is the piece(s) that will be used in the mailing.
3. The renter shall treat NACUBO’s membership list and all mailing labels as confidential information. The renter shall not under any circumstances sell, loan, or circulate such membership lists to any third party, or use such membership lists for any purpose other than mailing the promotional submitted with this agreement and approved by NACUBO. The mailing list renter agrees that in utilizing NACUBO’s membership list, he/she will not disclose, transfer, duplicate, reproduce or retain any portion of the list in any form, by photocopying, entering into a database, or otherwise duplicating by any means. Any information provided in a digital format must be deleted within two weeks after an approved use.
4. The mailing list renter agrees to reimburse NACUBO for all costs which NACUBO may incur in enjoining unauthorized parties from using the membership list in all cases where such unauthorized parties gained access to the membership through the renter listed below or any of the renter's agents or employees.
5. The mailing list renter agrees NACUBO will have the right to monitor the use of the membership list.
6. Renter hereby recognizes that the NACUBO mailing list covered by this agreement is proprietary to NACUBO and constitutes confidential information. Accordingly, Renter hereby consents to the entry by any court of competent jurisdiction of an injunction restraining Renter from unauthorized use. In addition, in the event Renter engages in unauthorized use, Renter agrees to pay NACUBO the amount of \$10,000 as liquidated damages for each such unauthorized use.
7. Signature below indicates complete acceptance of the above conditions and constitutes a contract between NACUBO and the undersigned mailing list renter.

Authorized Signature: _____

Date: _____

Printed Name: _____

Return this agreement and a copy of your mailpiece to:

Mailing List Coordinator
NACUBO
1110 Vermont Avenue, NW, Suite 800
Washington, DC 20005
Voice: 202.861.2560 Fax: 202.861.2583

Key Title and Department Search

Click the box for each item you wish to select.

Administration / Business / Finance

- Chief Financial or Business Officer
- Vice President and above
- Associate & Assistant Vice President
- Director

Accounting

- Controller
- Associate & Assistant Controller
- Treasurer
- Accountant & Accounting staff
- Internal Auditor
- External Auditor

Finance

- Budgeting
- Endowment Management / Investments
- Planning
- Financial Services
- Debt Management
- Accounts Payable
- Accounts Receivable
- Financial Reporting
- Disbursements
- Cash Management

Student Services

- Enrollment Management / Admissions
- Financial Aid
- Registrar
- Student Affairs
- Student Accounts / Bursar
- Student Loan

Tax

- Vice President / Director
- Unrelated Business Income Tax Specialist

Academic / Research

- Chief Academic Officer / Vice President
- Provost
- Dean
- Institutional Research

Information Technology

- Chief Information Officer, Vice President, Director
- Information Technology Staff

Human Resources Management & Personnel

- Vice President / Director
- Human Resources General (Payroll, benefits, training)

Development / Alumni Relation / Public Affairs

- Alumni Relations
- Advancement, Planned Giving, Capital Campaign
- Government Relations
- Public Relations

Auxiliary / Campus Services / Facilities / Security

- Auxiliary Services (General)
- Bookstore
- Dining / Housing / Parking
- Architecture
- Maintenance
- Environmental Health & Safety
- Hazardous Materials Management
- Construction
- Engineering
- Facilities & Plant Operations
- Real Estate
- Energy
- Security / Police
- Sustainability

Other Departments

- Chief Counsel
- Risk Management
- Purchasing & Procurement
- Intercollegiate Athletics

Specific Title and Department Search

If there is a different title or department not listed above, a query can be created to determine how many individuals match the request.

Other Title/Department Keyword Search Strings:

Note: For title keyword search strings, choose more inclusive rather than exclusive strings. For example, if you are looking for Human Resources & Personnel titles, appropriate strings would be “human” and “person.”