



Chamber Member Mailing List Policy

Purpose

The Detroit Lakes Regional Chamber of Commerce maintains member mailing information to support Chamber-related communication and to provide limited, fair access to members for appropriate business-to-business outreach. This policy outlines the conditions under which physical mailing labels may be provided or sold, and how member information may be used.

Complimentary One-Time Member Mailing Labels (Members Only)

As a benefit of Chamber membership, current members may request one-time-use member mailing list at no cost, up to one time per 12 month period.

What is provided:

- A list of Chamber members provided in Excel format or printed mailing labels
- Includes company name and mailing address only
- No email addresses, phone numbers, or other digital contact information are provided

Permitted use: One-time mailing directly related to the requesting member's business. Must be requested and used by the member business.

Not permitted: Mailing labels may not be used for:

- Fundraising or donation requests
- Political campaigns
- Talent recruitment or employment advertising
- Promoting a competing chamber, organization, or membership program
- Soliciting sponsorships or advertising that directly competes with Chamber events, programs or publications

Additional requirements: The request must be submitted by the member business (not an employee acting on behalf of a different business or for non-member purposes). Mailing labels may not be shared, transferred, sold, or reused. Additional requests in a 12 month period will be \$100 per request. The Chamber reserves the right to review all materials prior to releasing labels.

Purchased Physical Member Mailing Labels (Non-Members)

Availability limit: Printed member mailing labels may be purchased a maximum of one time per 12 month period, per organization.

Cost: \$400 per mailing list to be pre-paid by credit card or check

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- Promoting a competing chamber, organization, or membership program
- Soliciting sponsorships or advertising that directly competes with Chamber events, programs or publications

One-time use only: Mailing labels may not be duplicated, shared, or resold. The Chamber reserves the right to review and approve all materials prior to release.

Email Addresses & Digital Lists

To protect member trust and privacy, member email addresses are never shared with members or non-members. The Chamber does not distribute digital contact lists of any kind.

Approval & Enforcement

The Chamber reserves the right to:

- Review, approve, or deny any mailing list request
- Decline requests that do not align with Chamber values, mission, or this policy
- Revoke future access for misuse of mailing information

This policy is intended to ensure fair access, protect member information, and maintain the integrity of Chamber communications while still providing meaningful value to our members.

The Chamber cannot guarantee all the information provided is accurate as members may not timely notify the Chamber of changes to their information.