

**Affiliate Membership Rosters & Contact Information**  
**Process for Formal Requests from Jurisdictions**  
**December 7, 2021**

1. Jurisdiction initiates request through Regional Growth Director (RGD) or Territorial Growth Director (TGD)
2. RGD/TGD sends request to Field Support
  - a. Request must include:
    - i. Parameters of Roster
      1. Type and/or amount of members
      2. English, Spanish, and/or French
      3. Data fields required: mailing address, email address, phone number etc.
    - ii. Who list will be distributed to i.e. State Deputy, State Membership Director, etc.
    - iii. How members will be contacted
    - iv. When and frequency that members will be contacted
    - v. What message will be communicated to members
    - vi. ***\*This must be documented in a spreadsheet in a shared drive folder***  
Y:\Membership Engagement\Affiliate Members\Roster-Contact Information Requests
3. Field Support sends request to Director, Programs and Member Engagement
4. Director, Programs and Member Engagement reviews; identifies strategic implications
  - a. If clarification is needed for a specific request, he will call the RGD/TGD
5. Field Support obtains request through Director, Programs and Member Engagement
6. Field Support fulfills request with TGD
  - a. Request fulfillment must include language for jurisdictions on how to securely use/transfer the data