

LOCAL _____



**APRIL 2009 – MARCH 2012 MEMBERSHIP CARDS
SPECIAL HANDLING REQUEST FORM**

Our standard procedure for processing Membership Cards is to print the member's name, Local number, and membership report mailing address on the mailer. A card is not printed for any member of a CSI unit. The Local Secretary's address of record is the return address printed on the self-mailer. To change this procedure, please complete by marking an "X" to indicate your preference. Also, this year the mailer can optionally insert electronically the Secretary or Secretary-Treasurer's signature to the card.

Membership Card Imprinting

- SHIP ALL BLANK CARDS ONLY
- Standard Procedure – print member local, name, and address. (No CSI Units)
- DO NOT print member's address on the mailer. PRINT NAME AND LOCAL ONLY
- CSI – Print member's name only
- CSI – print member's name and address

Bulk Mailing Address

- Standard Procedure - Ship membership cards in bulk to Secretary/Secretary-Treasurer address of record.
- Do NOT ship membership cards in bulk to Secretary/Secretary-Treasurer address of record. Ship cards to the following address instead:

NAME _____

ADDRESS _____

CITY/STATE/ZIP _____

- Check here if either of the above addresses are residential.

REMINDER: UPS will not ship bulk mail to a post office box. You must provide a full street address.

If an electronic signature is desired have the Secretary or Secretary-Treasurer sign below at the →

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Return completed form to: Cheryl Stoner, Membership Dues Administrator
Communications Workers of America
501 Third Street, NW, Washington, DC 20001-2797
Telephone: (202) 434-1368

Authorized by: (Must be authorized by Local President, Secretary or Secretary-Treasurer)