



1400 K Street, Suite 400 • Sacramento, California 95814  
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[www.cacities.org](http://www.cacities.org)

## **League Mailing List Policy**

The League of California Cities list management system contains the current names and addresses for California City officials and is updated frequently.

The League of California Cities reserves the right to refuse to sell mailing lists which would be used to mail materials that the League considers unsuitable, in poor taste or misleading.

Mailing lists include name, title and address. No name will be provided if the position is vacant, but title and address will nonetheless be processed. When selecting multiple positions, the order will be created as one list and the computer will delete all duplicates when one person is the head of several departments.

Lists are available via e-mail in an Excel file, sorted alphabetically by city.

### **Conditions:**

- 1) A copy of the material to be mailed (or proposed copy if the material is not printed) must be included with each order request. If duplicate sets of lists are ordered, a sample of the materials to be mailed with these lists must also be included.
- 2) If the mailing is for a meeting or conference, the dates and location of the event must be included along with an indication of the city officials you wish to attract.
- 3) All lists are furnished on a one-time mailing only and may not be copied, reused or used by anyone other than the original renter. Duplicate sets may be ordered only with the original order.

Orders must be prepaid. You may use VISA or MasterCard or include a check for full payment with your order.

LEAGUE OF CALIFORNIA CITIES

Mailing List Order Form

SENT DATE \_\_\_\_\_

Name \_\_\_\_\_ Company \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ E-mail \_\_\_\_\_

Please remember to enclose a copy (final or draft) of the material you will be mailing. Orders cannot be processed without it. Thank you!

Select from the following positions: (Note: Numbers following positions indicate maximum number of persons per position, e.g., 475 mayors.)

- Arts Director (42), Building Official (355), City Attorney (470), City Clerk (458), City Clerk-Non Mgr.City (11), City Engineer (418), City Manager (462), City Training Officer (74), City Treasurer (417), Community Devel. Dir. (316), Community Services Dir. (193), Council Members (2000), Deputy/Asst. City Manager (470), Director of Public Works (438), Employee Relations Officer (152), Finance Director (442), Fire Chief (299), Info. Services/Technology Mgr. (205), Intergovernmental Relations (90), Librarian (135), Mayor (469), Park/Recreation Director (334), Personnel Director (373), Planning Director (402), Planning Comm. Chair (394), Police Chief (385), Public Information Officer (229), Purchasing Agent (210), Redevelopment Director (273), Risk Manager (279)

If only wanting certain Counties please indicate which ones below

Counties: \_\_\_\_\_

SUB-TOTALS:

Table with 3 columns: Description, Amount, Total. Rows include Governmental Agency/Non-profit (\$100), Western City Advertiser or Exhibitor (\$150), Commercial Entities (\$200).

PREPAID TOTAL \$ \_\_\_\_\_

Make checks payable to: League of California Cities

Check Enclosed Credit Card Online

Send order forms to: League of California Cities, Attn: Member Database, 1400 K Street, Suite 400, Sacramento, CA 95814, Phone: 916/658-8279, Fax: 916/658-8240, Email:kcurry@cacities.org

If paying by credit card please email kcurry@cacities.org and the payment portal link will be sent to you.