ASSOCIATION OF CHILD NEUROLOGY NURSES
POLICIES AND PROCEDURES

BLAST E-MAIL TRANSMISSION

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<th>Original Issue Date</th>
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Approved by

1. **Policy**: To provide ACNN with consistent processes for One-Time Blast E-Mail (text only) Transmission to full ACNN membership or to selected segments of its membership.

2. **Procedure**:
   2.1.1 Contact the ACNN/CNS National Office and request Blast E-Mail Form.
   2.1.2 Return signed form and copy of material to ACNN/CNS National Office.
   2.1.3 ACNN/CNS National Office will send Blast E-Mail confirmation transmission to requester for approval.
   2.1.4 ACNN/CNS National Office will send Blast E-Mail confirmed transmission to ______________ for final review/approval.
   2.1.5 Upon approval ACNN/CNS National Office will collect payment, deposit funds into ACNN account, will prepare and send a receipt and will process the request at the fee structure listed below. The funds will be recorded and will appear on the financial report.
      $400 - ACNN Member
      $825 - Nonprofit/Non-ACNN Member
      $825 - Commercial- Non CNS Member
   2.1.6 ACNN/CNS National Office will send Blast E-Mail Transmission on the requested date to the selected recipients.