



**THE URANTIA BOOK
FELLOWSHIP**
Cultivating The Spirit of Religion

MAILING LIST POLICY

I. Policy

Confidential contact information of The Urantia Book Fellowship's mailing list, which includes all forms of personal contact information, will be used only for official purposes and in adherence to our [Privacy Policy](#). The Mailing List Policy is to facilitate the [Mission of The Urantia Book Fellowship](#).

This policy is intended as an overview, to be as flexible and fair as possible, while still ensuring the privacy of those individuals who have given us their contact information in trust. Access to the contact information will be managed by the office employees and/or authorized contractors of The Urantia Book Fellowship for official communication with the following Fellowship affiliates and entities:

- A. General readership
- B. Members
- C. Fellowship Societies
- D. Ad-hoc committees
- E. Standing committees
- F. Fellowship newsletters, magazines, invitations, fundraisers, and informational mailings.
- G. Urantia Book related conferences and activities.
- H. Referrals to Study Groups and Fellowship Societies.

II. Procedure

- A. The Urantia Book Fellowship Administrative Director will administer this policy. If there are any unusual circumstances or requests, the Administrative Director will consult the officers of The Urantia Book Fellowship for approval.

1. All requests for mailing lists will state reasons for use and the portion of the mailing list needed. A prototype of the materials to be sent may be requested.
 2. Any expense for the use of the mailing list will be paid by those requesting its use.
 3. All requests need to be made in a timely manner.
- B. Procedures for mailing, please make requests to:
fellowship@urantiabook.org or 303-467-7858.

Approved by the Executive Committee - 08/28/2014