I. Access
State Chapter Directors, or the designated members of the State Chapter’s board, are the only individuals allowed to access, download, and use membership contact information and data for such following activities*:

• Verifying membership information and induction status.
• Notifying members about State Chapter events, such as state and/or district festivals or conferences.
• Promoting State Chapter managed scholarship opportunities.
• Publicizing auditions for all-State Chapter shows.
• Providing reminders of pertinent information or deadlines about scholarships/grants, educational programs, or other information released by the Educational Theatre Association’s Office.
• Communicating with members to find out why they do or do not attend state chapter events.
• Fundraising efforts for International Thespian Society or the Educational Theatre Association at state chapter or national level.

NOTE: Any other use not specifically listed is prohibited unless prior written approval has been received by the Director of Chapter Relations.

II. Use of Information
Examples of uses of membership contact information and date by a State Chapter that are not covered include the following. Note, the following are examples and not an exhaustive list:

• Campaigning for or against a person or issue in an election.
• Promoting a third-party business or service.
• Marketing an educational institution or program that is not expressly conducted by the State Chapter.
• Conducting research, even if the information used is aggregated

NOTE: Any State Chapter wishing to contact prospective or potential members/troupes, should use this information with discretion and should check with the EdTA Home Office to see if any communication has occurred recently or is being planned in order to coordinate efforts. Additionally, if the purpose for the data is not defined above, please contact the Director of Chapter Relations for approval.

III. Consequences of misuse
State Chapter Directors who are responsible for the misuse and for not following the agreed upon terms and conditions will result in the following:
First violation: A written warning
Second violation: Removal of access to the files, reports
Third violation: Removal as state chapter director

For State Chapter Designee who are responsible for the misuse and for not following the agreed upon terms and conditions will result in the following:
First violation: A written warning
Second violation: Removal of access to the files, reports
Third violation: Removal from the State Chapter board