



## NON-SOLICITATION GUIDELINES

*The Forum Board has adopted a non-solicitation policy for members and their guests. Please see the guidelines below:*

The Forum of Executive Women seeks to create a positive and professional environment for all members. To support this effort, we have established guidelines to ensure that our members are not openly or aggressively solicited for business by other members or their guests at Forum meetings and events.

The following guidelines have been created to address solicitation issues:

- Members and their guests should refrain from leaving promotional materials on meeting tables or openly distributing them during meetings or events unless otherwise stipulated as part of a sponsorship package.
- The membership directory is not to be used as a solicitation tool. This means that no member shall undertake a mass mailing campaign using the directory to sell products or services or solicit charitable contributions.
- Obviously, members may discuss their services or provide additional information and/or follow up to a prospective client member upon specific invitation or inquiry during meetings or outside of meetings.

Please make every effort to advise your guests of these guidelines **prior to attending** a meeting.

*Forum Non-Solicitation Guidelines - Approved by Forum Board - May 2010*