To ensure compliance with the Bylaws of the Section on Administration and Practice Management, Section Affiliate members who are practice management or industry vendors or consultants are required to sign and submit the following consent form with their application. Applications will be considered incomplete and will not be processed without this form.

I, ________________________________, am applying for affiliate membership in the Section on Administration and Practice Management, and if approved, agree to adhere to the following:

- I have read and agree to fully comply with the SOAPM-PPMA Listserv Solicitation Policy and agree not to solicit or conduct business via LISTSERV postings/activities, promote my company via SOAPM activities, or obtain SOAPM member contact information to solicit new customers (page 2)

- I agree to refer to myself as an affiliate member of the Section on Administration and Practice Management and not as a member of the American Academy of Pediatrics

I have read and understand the statements above. I understand that non-compliance can lead to the termination of my affiliate membership in the Section on Administration and Practice Management.

________________________________   __________________
Name                                      Date

This form should be mailed or faxed to the following address:

AAP, Membership and Data Services
Attn: Kate Price
345 Park Blvd
Itasca, IL 60134
(f): 847.228.7035
(p): 866.843.2271
The Section on Administration and Practice Management (SOAPM) and Pediatric Practice Management Alliance (PPMA) have members who act as vendors and/or consultants from varying business interests. The expertise and input from these members are valuable to the discussions on the Listservs. The following policy is intended to set boundaries for these discussions and to protect all members.

1. SOAPM and PPMA members are prohibited from using the Listserv for commercial purposes, personal business or private gain (e.g., buying or selling items, advertising, directly endorsing or promoting a commercial product). This is different from the typical discourse on the Listserv such as "can anyone recommend a service they have been pleased with?” As a representative of an organization that provides such services, you should not participate in these discussions. However, you may respond to a direct question about your product/service but be sure to disclose that you are representing that organization. We do not want to squelch helpful advice, but we also do not want the Listserv to become a free advertising tool full of unwanted solicitations and spam.

2. Some members offer webinars, seminars, etc. at no cost. These events are fine to share but should be vetted via email to the SOAPM Chairperson and the AAP Manager, Practice Management in advance.

3. Solicitation is prohibited based upon information from the Listserv. Members may not collect personal contact information or contact members (unless requested by the member) as a result of their participation on the Listserv. In addition, members may not collect information from members by way of survey for personal business or private gain. Any requests to survey should be vetted via email to the SOAPM Chairperson and AAP Manager, Practice Management.


5. Any questions or violation of the above policy should be sent to the Chairperson and AAP Manager, Practice Management. Violations could result in removal from the Listserv.