To: Section Chairs
      Section Secretaries
      Newsletter Editors

From: Alicia Bennett

Date: August 30, 1988

1. Due to requests from section officers, particularly those of
larger sections, we have added a program to our micro computer
that culls non-member reps from the rep mailing list and you
will no longer have to cull duplicates by hand. Along with
section membership labels, you will now receive labels for
non-member reps only. If you are planning a mailing to reps only,
you will have to make a special request for a complete list of rep
labels.

   The MAA reps list was reviewed against the general membership
list and the present non-member status of the rep labels you will
be receiving dates from August 25. I will be comparing the reps
list against new member reports to keep the list up-to-date but if
you notice any duplicates, please inform me.

2. Any section wishing to make a mailing to mathematics
department chairs, here are some general guidelines. Department
chair labels must be ordered from the AMS and the Washington
office will cover the costs as long as they are being used in
conjunction with section business. Chair labels are only run on
Fridays so the turn around is approximately 2 weeks from the date
I receive your request. Also, I must have a sample of your
mailing to send to the AMS along with the label order; I cannot
order labels without a sample. I am enclosing a mailing list grid
the categorizes the labels according to type and number.

3. Section chairs and secretaries, if you have not yet
done so, please appoint a section student chapter coordinator.
A form and return envelop is enclosed for your use. The first
student chapter mailing will be going out the third or fourth week
in September to math department chairs, MAA reps, and section
chairs, secretaries, and student chapter coordinators.

4. Section secretaries and newsletter editors who haven't sent
in their label request order forms should do so.

5. Newsletter editors, enclosed for your use are two membership
application forms, one of which is reduced to fit 1/2 of an 8" x
11" page.

The ad hoc coordinator for our student chapter activities is:

Name_____

Institution_____

Mailing Address_____

_____

Telephone Number_____

Length of Appointment_____

Name of MAA Section_____

Heads of Mathematics and Related Departments

The AMS annually compiles lists of department heads in the United States and Canada (with just a few other foreign addresses) for its publication *Mathematical Sciences Professional Directory*. The chart below indicates the categories into which these lists are broken, with the approximate counts for each category.

	Highest Degree Granted	A Mathematics	B Statistics	C Computer Science	D Miscellaneous Other	TOTALS
1	PhD	207	66	103	69	445
2	MS	266	15	59	10	350
3	BS	843	3	100	28	974
4	Associate	750	0	43	35	828
5	Other	3	1	203	4	211
6	No Degree	91	1	7	14	113
	TOTALS	2160	86	515	160	2921

Labels may be ordered by specifying one of the following:
- any of the departments listed in columns A-D,
- the highest degree granted by the departments as listed in rows 1-6,
- any desired combination of degree and department.

Combinations may be specified in writing or by photocopying the chart and circling the desired combinations. All combinations are merged in zip code order unless specified otherwise.

For the most frequently used list and fastest delivery, see page 8.

Libraries

A list of academic, corporate, and general libraries with extensive mathematical holdings.

Distribution: 5,743 total count
(53% U.S. and Canadian; 47% other)

Government, Nonprofit and Industrial Mathematical Research Groups

A list of names and addresses (U.S. and Canadian only) of the heads of mathematical research groups working in these nonacademic settings:

Distribution: 263 total count
Industrial mathematics research groups: 177
Government and nonprofit research groups: 86