



# POLICIES AND GUIDELINES

## PROMOTIONAL ITEM DONATIONS

### **POLICY:**

Donation requests must be submitted to the President, 1<sup>st</sup> Vice President or Office Administrator for consideration. No one else will have this authority.

Promotional Items for Branch/Unit Adult Christmas Parties:

- Promotional items are available for Branch/Unit Christmas parties depending on availability, if a written request or e-mail is provided. Promotional items will be provided for Adult Branch Christmas parties subject to availability to be distributed as the branch/unit sees fit. Beyond availability, \$50 worth of promotional items will be provided for every fifty (50) members in a branch, subject to a \$100 minimum.

### **PURPOSE:**

To provide guidance when the Local receives a request for a donation of promotional items. Also, to provide inventory control for the promotional items.

### **PROCEDURE:**

- Requests will be submitted, in writing, to any of the three persons mentioned above.
- Requests for more than six (6) items will require approval from the Executive Board.
- Inventory will be tracked and maintained by the Office Administrator.

### **RATIONALE:**

- While we want to maintain control of our inventory, it is not feasible for the Executive Board to discuss and/or approve requests for less than six (6) items.

**Revised: March 2014**

Revised: January 2009

Original: December 2008

