NC AWWA-WEA  
POLICIES AND PROCEDURES  
LETTERHEAD AND LOGO USE POLICY

Date: January 21, 2010
Approved By: Board of Trustees
Policy Title: NC AWWA-WEA LETTERHEAD AND LOGO USE POLICY
Number: 
Revisions: Replaces Policy on NC AWWA-WEA Logo Use 5/27/09

PURPOSE

The Board of Trustees intends this policy to establish limitations on the use of NC AWWA-WEA letterhead and/or logo in order to ensure that only official communications that have been approved by the Board of Trustees and the official correspondence and communication through the office staff are distributed under the letterhead or logo of the Association.

PROCEDURE

1. All NC AWWA-WEA’s official letterhead, both hard copy and electronic, shall be maintained and stored by NC AWWA-WEA staff.
2. NC AWWA-WEA letterhead shall be used only for official association-related business.
3. Use of NC AWWA-WEA letterhead by any individual or entity for personal, private, entrepreneurial or political purpose is prohibited.
4. When necessary for association activities, NC AWWA-WEA members may request letterhead from the Executive Director, subject to the following procedure:
   a) The requestor shall provide the Executive Director with a copy of the exact text that is proposed to be printed on letterhead, and a copy of the distribution list of all proposed recipients of the document.
   b) Following review, amendment and final approval by the Executive Director, or Board of Trustees, an electronic or paper copy of letterhead and/or logo will be provided to the requestor, with permission for distribution without further change, to the approved list.
   c) A hard copy of the final document printed on letterhead shall be provided to the Executive Director at the NC AWWA-WEA office.
   d) The approved recipient of the letterhead/logo is responsible for the use of the letterhead and/or logo as approved and subject to the terms of the Association’s current policy.
e) The approved recipient of the letterhead/logo is responsible for ensuring that neither the letterhead nor the logo are stored, used, distributed or accessible for use or distribution by anyone else.

f) Following use of the letterhead/logo for the approved purpose, and submission of the copy to the Executive Director at the Association office, all copies of the letterhead/logo and any material containing the letterhead/logo should be deleted from any electronic device, and the deleted file should, in turn, be deleted.