

TOWN OF STETTLER

<u>Prepared by:</u>	Administration	<u>Number:</u>	XI-1
<u>Adopted by:</u>	Town of Stettler Council	<u>Original Date:</u>	1987 06 16
		<u>Previous Policy:</u>	2002 12 03
		<u>Current Policy:</u>	2025 06 17

Title: **Town of Stettler Promotional Items Distribution**

Purpose: To ensure that Town of Stettler promotional items are distributed in a fair, equitable and necessary basis.

Policy Statement: The Town of Stettler believes that it is beneficial for the promotion of the Town to distribute pins, and promotional material in controlled quantities.

All requests for promotional items will be directed through the Communications Coordinator. Requests for items not outlined in this policy will be approved by the CAO.

Requests for prize donations of all Town of Stettler promotional materials, from non-profit groups and organizations, service clubs, and others shall be made in writing to the Communications Coordinator, for review by Town Administration.

Promotional product inventories will be reviewed annually to determine which products should be purchased during the year. Council approves the budget for these products through their annual budget process.

Inventory tracking will be maintained by the Communications Coordinator for all promotional products.

Lapel pins

- Lapel Pins will be provided to individuals, non-profit organizations or other organizations for the purpose of promotion for no charge.

Recognition Certificates

- At the discretion of the Communications Coordinator, Mayor, or CAO, Recognition Certificates may be issued subject to written request and will have no charge.

Any promotional items requested from an outside agency that requires mailing will be charged \$5.00 per order.