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|  <p>Policies and Procedures</p> | Category: <p style="text-align: center;">AUXILIARY PUBLICATIONS</p> | Policy No.: |
| | Issued by: <p style="text-align: center;">BOARD OF DIRECTORS</p> | Effective Date: <p style="text-align: center;">1.1.2016</p> |
| Subject: <p style="text-align: center;">PUBLISHED MATERIALS REVIEW</p> | Approved by: <p style="text-align: center;">Roland Fornataro</p> <hr/> <p style="text-align: center;">President of the Board</p> | Supersedes Policy: <p style="text-align: center;">None</p> |
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PURPOSE:

Review printed materials distributed by the Auxiliary for grammar, content and accuracy.

POLICY:

Assure that publications represent the philosophy, objectives and intent of the Auxiliary.

PROCEDURES:

- 1. Forms, letters, announcements, etc., that will be distributed to the public shall first be submitted to the Publications Materials Review committee.**
- 2. The committee will review, edit as necessary, and approve forms submitted.**
- 3. The exception: Policies and Procedures, either new or being revised. Such documents shall first be approved by the Board of Directors, before being submitted to the committee.**
- 4. Once forms have been approved for distribution, "PMR" with the current date shall be placed at the lower right corner of each document.**