

Policy No: A-11

Subject: Use of AASL Letterhead

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Effective Date: June 27, 2015

Revision Date(s):

Review Date(s):

**Review Responsibility:** Bylaws Committee

**Policy Statement:**

All written correspondence by all AASL Board/Committee members using AASL letterhead will follow the established guidelines for use.

**Focus:**

AASL Board of Directors, AASL Committee Chairs, AASL Committee Members

**Purpose:**

To define when it is appropriate for AASL Board members, committee chairs, and committee members to use AASL letterhead for written correspondence.

**Definitions:**

AASL letterhead includes the AASL logo with the headquarters address and contact information. A blank white sheet is to be used for the second and all subsequent pages.

**Procedure:**

1. Use of AASL letterhead
  - 2.1 AASL letterhead is to be used only when communicating on behalf of AASL with an individual or agency outside the association at the direction of the AASL President, AASL Board, or AASL Executive Director.
  - 2.2 AASL letterhead need not be used for correspondence between officers or board or committee members. Leaders should use their personal stationary or institutional letterhead for this purpose.
  - 2.3 AASL letterhead may not be used to express personal opinions. Opinions expressed on AASL letterhead are restricted to a policy or position statement of AASL.
  - 2.4 When a letter to a company, organization, association, governmental body, or publication is initiated by a leader or committee, it must be submitted in draft form to the AASL President and AASL Executive Director for review prior to its distribution.
  - 2.5 A copy of any letter sent to groups of members or in response to an inquiry will be filed at AASL Headquarters.
  - 2.6 Questions regarding use of AASL letterhead are to be directed to the AASL President or AASL Executive Director for clarification prior to use of the AASL letterhead.
3. Access to AASL letterhead will be provided to members of the AASL Board of Directors or committee chairs upon requests to AASL Headquarters.