

12.09 Newsletters

Policy:

It is the policy of Licking/Knox Goodwill Industries, Inc. that the Marketing Department creates and distributes a quarterly newsletter. Additional editions may be published as warranted.

Procedure:

Any employee may submit information or ideas for publication.

The Marketing Department is responsible for the editing and physical creation of the newsletter.

The Marketing Department shall maintain a file of on-going information and utilize relative issues in the newsletter.

All Goodwill employees shall receive a copy of the newsletter. The Marketing Department is responsible for distribution.

A copy of each newsletter will be provided to each Board of Trustee member at the first scheduled board meeting following publication.

A file of all newsletter editions shall be maintained by the Marketing Department.