

Policy No: A-11

Subject: Official AASL Correspondence

Number of pages: 1

Effective Date: June 27, 2015

Revision Date(s): March 16, 2023

Review Date(s):

Review Responsibility: AASL Bylaws and Organization Committee, AASL Board of Directors

Policy Statement:

Official AASL correspondence will follow the established guidelines for use.

Focus:

AASL Board of Directors, AASL Sections, AASL Committee Chairs, AASL Committee Member, AASL Staff

Purpose:

To define when it is appropriate to use official AASL correspondence.

Supportive Documentation:

Definitions:

1. Official correspondence includes the AASL logo with contact information.
2. Official correspondence includes letters, emails, or other written forms of communication.

Procedure:

1. Use of official AASL correspondence
 - a. Correspondence on behalf of AASL with an individual or agency is by or at the direction of the AASL President, AASL Board of Directors, or AASL Executive Director.
 - b. Statements or viewpoints using AASL correspondence are in accordance with policies or positions of AASL.
 - c. AASL correspondence must be reviewed by AASL President and/or AASL Executive Director prior to distribution.
 - d. AASL correspondence will be reviewed for archiving by AASL Staff.
2. If directed to write an official AASL correspondence, a template with AASL logo and contact information will be provided.