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.