

## PATHWAYS ABILITIES SOCIETY

### **PROCEDURE: BUSINESS CARDS, LETTERHEAD AND PATHWAYS ABILITIES SOCIETY LOGO USAGE**

**Applies to:** All Personnel, Volunteers and Persons Served

Original Effective Date: February 21, 2005

Effective Date: November 21, 2021

Replaces Procedure Dated: September 12, 2011

1. Contact the executive director when business cards or letterhead is required.
2. The executive director will issue.
3. Letterhead and business cards are only used to conduct or for correspondence related to the activities and business of Pathways Abilities Society.