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|  BROCHURE AND PAMPHLET MAILINGS | NO. 615 |
| POLICY:The Administration Department will assume the responsibility for approving general mailings that are sent from departments within Winning Wheels, Inc.PROCEDURE:1. Brochures or letters that are to be mailed out in a general mailing to the public, ex-patients or other professionals within the community, must be submitted in draft form including stationary or lay-out, to Administration.2. Administration will respond within one week to the proposed mailing.3. Originating department will coordinate with the Administration Department the subsequent mailing or such materials or other distribution of materials.  |
| Approved: | Effective Date: | Revision Date:3/17 | Change No.: | Page: 1 of 1 |