

**TOWN OF PINCHER CREEK**

<b>Approved by:</b> Council	<b>Date</b> April 28, 1997	<b>Policy Number:</b> #125-97
<b>Reference:</b> No. 97-269	<b>Revision Date/by:</b> Council, May 24, 2005 No. 05-185	
<b>Title:</b> <b>REQUESTS FOR SOUVENIRS</b>		

**Policy Statement**

The Town of Pincher Creek will provide guidelines by which to assist staff in the requests received for souvenirs.

**1. Definitions**

- 1.1 Souvenirs means Town of Pincher Creek lapel pins.
- 1.2 Public/Private Organizations means organizations or groups which are separate from and not affiliated with the Town of Pincher Creek.
- 1.3 Town Affiliated Organizations means organizations/boards which have a direct or indirect link to the Town of Pincher Creek either through Council member representation or budget allocation.
- 1.4 Sporting Groups means local hockey, baseball, football, skating or swimming organizations.
- 1.5 Special Events or Occasions means events, occasions, or presentations which are made or may happen from time to time.

**2. Responsibilities**

- 2.1 Director of Corporate Services
  - 2.1.1 Ensure that the souvenirs being distributed to the above named organizations are being done so in accordance with this policy.
  - 2.1.2 Ensure that a sufficient number of souvenirs are on hand, and order when necessary, in accordance with the amount as approved by budget.

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- 2.1.3 In consultation with the CAO, determine the distribution of souvenirs for Special Events or Occasions, or organizations or groups, which may fall in a category outside this policy.

**3. Distribution**

- 3.1 Public/Private Organizations - a maximum of 100 pins shall be donated in any one calendar year.
- 3.2 Town Affiliated Organizations - a maximum of 100 pins shall be donated in any one calendar year.
- 3.3 Sporting Groups - a maximum of 100 pins shall be donated in any one calendar year.
- 3.4 Special Events or Organizations. The number of pins donated shall be determined on an individual basis.
- 3.5 If the amount of pins requested from any of the organizations listed in clauses 3.1 to 3.4 exceed 100, the pins will be made available at cost + GST.

**4. Exceptions**

- 4.1 If amounts of pins requested from any of the organizations listed in clauses 3.1 to 3.4 exceed 100, the organization may apply to Council for additional pins at no cost.

**5. End of Policy**