

TOWN OF MORDEN
POLICY & PROCEDURES MANUAL

<i>Reference</i> Finance & Administration	<i>Classification</i> Policy
<i>Subject</i> Town of Morden Pin Distribution	<i>Pages</i> 1
<i>Authority</i> Council	<i>Effective Date</i> February 14 th , 2005
<i>Approved</i> February 14 th , 2004 Resolution #12	<i>Index</i> F/A – 015

Purpose:

To establish guidelines whereby the Town of Morden Administration Staff will be authorized to give out Town of Morden pins to persons requesting them.

Procedure:

The following shall be the criteria to give Town of Morden pins to person (s) requesting them:

- 1) Tourists visiting the Town of Morden, residents of the Town of Morden or mail in requests will be provided with Town of Morden pins on request at one each per person.
- 2) Any person or groups participating in events, functions or programs will be provided with Town of Morden pins as requested up to a maximum of 100 pins.
- 3) Requests for Pins over 100 must be made in writing.
- 4) Council of the Town of Morden will be provided with Town of Morden pins as required.