

**TOWN OF
KIRKLAND LAKE**

POLICY

SECTION: FINANCE	SUBJECT: COORDINATING ADVERTISING	Pg. 1 of 2
		DATE: February 16, 1987

Promotional or goodwill advertising solicited by the various media and other organizations shall be coordinated through the Clerk so as to estimate costly duplication.

This does not include advertising budgeted for operating requirements for the departments, such as:

- Statutory Requirement
- Job Application
- Schedule Announcements, etc.

It does include such items as request for:

- The Progress Edition
- High School Year Books
- Welcomes to various groups, etc.