



## **AMERICAN CONNEMARA PONY SOCIETY**

Document Number: PROMO PO 1

Document Name: Promotions Committee Policies and Procedures

1 ACPS members who are in good standing are entitled to one packet of promotional literature per year for use at a breed fair or exhibit. The packet includes 50 general brochures about Connemaras), one copy of the breeders list, one copy of each specialized brochure, and one copy of the breed standards brochure from which copies may be made at the members expense.

2 Free promotional literature is not available for private use. Members may request the literature for use at non ACPS sponsored trials, events, shows and demos to further educate the public. If they are available, one copy of each brochure will be sent to the member. Members must submit a check made out to the ACPS for the cost of the literature plus shipping before any items will be shipped.

3 The Promotional Committee accepts requests for the PR Box on a first come, first served basis. If there is a conflict of dates, the promotional committee reserves the right to divide the items or deny their use as the Committee sees fit.

4 Members who use the PR Box and items inside are responsible for their care. If any item is lost or damaged, that member will be held responsible for either repairing, replacing, or paying for the lost or damaged item(s).

5 Members who use the box and/or other items are responsible for sending it and all of its contents in good repair either to another member upon request of the Promotions Committee or to return it to Promotions Committee Chair, as instructed in the accompanying letter.

6 Members may add supporting materials to the Promotional box at any time upon approval from the Promotion Committee.

7 A checklist is included in the box and members are asked to complete it each time they unpack and repack the items.

8 Any complaints or inquiries should be directed to the Promotions Committee Chair.

**Revision History:**

| Date  | Changes          | Author               |
|-------|------------------|----------------------|
| 1998  | Policy created   | Sally Eyles Goldfarb |
| 9/03  | Revised Template | Charlie Morgan       |
| 10/08 | Updated          | Nicole Haas Perin    |