

Sun City West Yoga Club

DOCUMENT TYPE	POLICY	DOCUMENT ID	013	REVISION	000
ISSUE DATE	01 JAN 2020	EFFECTIVE DATE	01 JAN 2020		
FUNCTIONAL AREA	PUBLICITY				

PUBLICITY AND PROMOTIONAL MATERIALS

A. PURPOSE

This policy exists to ensure that all publicity and promotional materials, including, but not limited to flyers, posters, signs, handouts, give-away items, etc. conform to Recreation Centers of Sun City West (RCSCW) and SCW Yoga Club rules.

B. SCOPE AND APPLICABILITY

This policy applies to all of the above items that are produced by the Club, as well as individual members.

C. ASSOCIATED DOCUMENTS AND REFERENCES

SCW Yoga Club Bylaws

RCSCW Rules, Regulations, and Procedures (RR&Ps)

DEFINITIONS

TERM	DEFINITION
Publicity and Promotional Item	Any item that advertises or promotes the SCW Yoga Club directly or indirectly, expressly or through intimation references the RCSCW, uses the RCSCW logo or address, etc. in any form: Physical or printed format, tchotchkes, electronic, digitally, online, etc.
Club Member	A Sun City West resident in good standing with the Recreation Centers of Sun City West and a holder of a valid Recreation Card, who has paid the current SCW Yoga Club fee.
Resident Non-Member	A Sun City West resident in good standing with the Recreation Centers of Sun City West who comes to a SCW Yoga Club class or event with the intention of trying out that class or event before deciding to become a member of the Club.
Resident Guest	A Sun City West resident in good standing with the Recreation Centers of Sun City West who is not a member of the SCW Yoga Club but comes to a class or event accompanied by a Club Member.
Non-Resident Guest	A non-resident of Sun City West who cannot become a member of the Club but comes to a class or event accompanied by a Club Member.

SUPERSEDES DOCUMENT ID	N/A	SUPERSEDED BY DOCUMENT ID	N/A
Use of a superseded or obsolete document is prohibited. The user is responsible for verifying that this document is current prior to each use.			

Sun City West Yoga Club

DOCUMENT TYPE	POLICY	DOCUMENT ID	013	REVISION	000
ISSUE DATE	01 JAN 2020	EFFECTIVE DATE	01 JAN 2020		
FUNCTIONAL AREA	PUBLICITY				

PUBLICITY AND PROMOTIONAL MATERIALS

D. DESCRIPTION

All flyers, advertisements, announcements, etc. MUST be approved by the SCW Yoga Club Board at least 30 days prior to distribution. All flyers, advertisements, announcements, etc. must comply with Association RR&Ps, as well as SCW Yoga Club Bylaws and policies. Flyers, advertisements, announcements, etc. will be sent to the Association for their records

E. ENFORCEMENT

The SCW Yoga Board must approve all materials prior to implementation, distribution, or put into effect. Violators will have the offending material(s) removed and will be subject to disciplinary action by the Club.

F. EXCEPTIONS

There will be no exceptions.

G. CHANGE HISTORY

VERSION	CHANGE
001	New

H. APPROVALS

ROLE	NAME
President	Jack Leary
Vice President	Vikki Erla
Treasurer	Vicky Frank
Secretary	Ann Johnson

SUPERSEDES DOCUMENT ID	N/A	SUPERSEDED BY DOCUMENT ID	N/A
-------------------------------	-----	----------------------------------	-----

Use of a superseded or obsolete document is prohibited. The user is responsible for verifying that this document is current prior to each use.