

	<b>POLICIES AND PROCEDURES</b>	INDEX NO. <b>3004</b>	APPROVAL LEVEL <b>EB</b>
	SUBJECT <b>Area Rally Programs</b>	EFFECTIVE <b>8/2024</b>	SUPERSEDES <b>11/07</b>
		SPECIAL DISTRIBUTION	

**POLICY**

The National Office will assist with the preparation of the area rally programs.

**PROCEDURE**

1. PROGRAM MATERIAL - All program material is to be provided as final copy, with only minor editing performed as needed. The specific requirements for the submission of program copy can be obtained from the National Office.
2. COVERS - Program covers are available in white cover stock and can be printed in 4-color process.
3. SPECIFICATIONS - All program specifications, delivery date and shipping address are to be submitted in writing by the Area President or designee. All copy and art should be received from the Area Organization or chapter(s) at least 25 working days before the required delivery date of the programs.
4. SHIPPING - Costs to ship the programs to the area rally will be billed to the area organization or host chapter(s). Ground shipping requires up to five (5) working days. Expedited shipping is available.
5. COST - The cost to produce the programs will be billed to the area organization or host chapter(s).