

APPENDIX T
GUIDELINES FOR THE USE OF NSS LETTERHEAD STATIONERY
(Refer to Act 40-477)

The Society office maintains a supply of official NSS letterhead stationery which may be used by directors, officers, society employees, and committee and commission chairmen. Internal organizations, projects, study groups, and conservation task forces may use NSS letterhead for specific purposes if authorized by the relevant NSS officer, committee, or commission. These latter groups should ordinarily, however, use their own letterhead, which may prominently display their association with the Society as provided by our standing policies on those groups.

NSS letterhead is provided to these people solely because of the Society position they hold. It is to be used only to further the goals and activities of that position. It is not intended for personal use.

The actual Society group using the letterhead should be identified prominently at the top of the paper (not just as part of the writer's signature.) This can be done by typing the name of the committee or whatever centered just below the Society name. It can also be done by typing the group name as the first line of the return address.

Any letter written on NSS letterhead should clearly state who is responsible for the contents.

It should be clear whether or not the letter is an official statement of the group or a personal statement of the writer:

"The Board of Governors has directed me to inform you of the following motion . . ."

"I would like to compliment your grotto for the good work you have been doing . . ."

An official statement does not, of course, have to have been formally approved by the group. Often the writer will understand perfectly well what the NSS position on an issue is and can write a letter without making it look like a personal opinion:

"The NSS Library thanks you for the donation of . . ."

Anyone using NSS letterhead is responsible to the Society for things that are not clearly identified as personal opinions, however.

Society letterhead should be used for all correspondence with people or organizations outside the Society. It should be used for all non-routine correspondence with Society members or internal organizations when that correspondence is conducted to further the goals and activities of the position the writer holds. In order to save money, letterhead should not be used for routine correspondence among Society officers, directors, or committee chairmen.

Board members and chairmen of committees and commissions may write to the office for a supply of letterhead stationery. A member of a committee or commission should request a supply of stationery through his chairman. A group with a large need for stationery may receive permission from its Society officer to print its own supply,

including an identifying line. A copy of this policy should accompany any distribution of official letterhead.

It is not appropriate to use photocopied letterhead. Important official correspondence, especially that going outside the Society, should be on the real thing.

Recipients of correspondence who belong to organizations that are rule-bound and bureaucratic, such as government agencies and large businesses, may interpret anything on letterhead stationery as an official statement, no matter how clearly the writer states that it is a personal opinion. Writers should take that into account when stating personal opinions, especially those that may conflict with some Society goals or policies. While a writer may want to state his position in the Society to help establish his qualifications to comment on the subject in the letter, it is not necessary to use Society letterhead to do that.