 <p>Town of Allenstown New Hampshire</p>	ADMINISTRATIVE POLICIES & PROCEDURES Town of Allenstown, NH			
	Title UTILIZATION OF TOWN SEAL AND LETTERHEAD			
Policy No #2013-005	Original Adoption Date 04/01/2013	Revision – No. & Date	Page No Page 1 of 3	

Section 1.0: Purpose

This policy establishes the authorization under which the seal of the Town of Allenstown can be utilized. This policy also establishes the standard by which all entities of the town utilize the town seal on its letterhead.

Section 2.0: Organization Affected

All departments, boards, commissions, officials and committees of the Town of Allenstown.

Section 3.0: Definitions

Town Seal: The town seal is the official seal of the Town of Allenstown in accordance with the provisions of RSA 31:39 and RSA 31:93. The seal that appears on this document is the only seal authorized by the Board of Selectmen

Section 4.0: Policy

4.1


The seal of the Town of Allenstown shall be used by all departments, boards, commissions, officials and committees of the town. The seal may only be used for official town business. No other entity public or private is authorized to utilize the seal without the express authorization of the Board of Selectmen.

4.2

The Allenstown Fire and Police Departments are authorized to use the town seal in their letterhead in the format previously established by them prior to this policy. The Allenstown Sewer Department is authorized to utilize the town seal on their letter head as an exception to the policy. The Allenstown Library is authorized to utilize the town seal on their book marks.

4.3

Those departments, boards, commissions, officials and committees that utilize the seal as part of their letterhead must comply with the following standards. The seal will be placed at the top left corner of the document. The size and shape of the seal must remain as it is in attached example.

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The font “Times New Roman” and size (16 and 12 respectively) must remain the same. The format will be as follows;

Town of Allenstown

Town Administrator
16 School Street
Allenstown, NH 03275
603-485-4276 ext. 5
ta@allenstown.org

This heading will appear just to the right of the seal. The department, board, commission, official or committee name will appear on the second line of the header. The street address will appear on the third line as is appropriate. The fifth line will contain the applicable telephone number. The sixth line will contain the email address of the official or entity if one exists.

4.4

All letterhead being utilized by town departments, boards, commissions, officials or committees will contain the following footer;

www.allenstownnh.gov


The font will “Times New Roman” with a font size of 12.

Section 5.0: Procedures

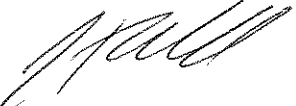
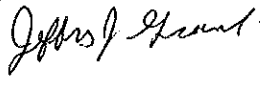

As annotated above.

Section 6.0: Implementation

To facilitate conduct in accordance with this policy, a copy of this policy shall be made available to department heads, employees, volunteers, board and committee members, appointed or elected to office and at such other times as may be necessary.

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Section 7.0: Signature

	Position	Signature	Date
<u>Original Policy Prepared By:</u> Shaun Mulholland	Town Administrator		04/01/2013
<u>Original Policy Reviewed & Approved By:</u> Jason Tardiff	Board of Selectman Chairperson		04/01/2013
Jeff Gryval	Board of Selectman		04/01/2013
Sandy McKenney	Board of Selectman		04/01/2013

Section 8.0: Policy & Procedure Revision History

	Section	Changes Made	Approvals	
			By	Date
Original Adoption				04/01/2013
Amendment				
Amendment				
Amendment				

