

NEIGHBORHOOD WATCH PRINTING PROCEDURES



Neighborhood Watch has instituted the following steps in the copying of documents at Orchard Creek Lodge.

REGULAR PRINTING REQUESTS

1. The Printing Request Form requested by the Officers, Directors, Village Coordinators and Mail Box Captains should be submitted to the Executive Director or Assistant Executive Director for prior approval. Upon approval, the Executive Director or Assistant Executive Director will forward to the Neighborhood Watch Secretary for logging.
2. The Neighborhood Watch Secretary will then submit the Printing Request Form and copying materials in a manila envelope and deliver to the Activities Director at Orchard Creek Lodge for processing. A report of total copies printed during the year will be submitted to the Activities Director at the end of December.
3. Neighborhood Watch has a monthly allocation of 1,000 copies. A Printing Log is maintained by the Neighborhood Watch Secretary to track number of copies made.
4. Printing privileges are strictly limited to official Neighborhood Watch business. Printing of flyers for individual village block parties is not allowed.
5. Allow at least 24 hours for processing.
6. The number of copies printed at Orchard Creek Lodge is limited to small jobs. If larger amounts are requested, see procedures for bulk printing below.
7. The person requesting the copies will receive a call from the Activities Desk at Orchard Creek Lodge when the copies are ready for pick up.

BULK PRINTING REQUESTS

Bulk printing requests will be submitted to the Activities Director. The Activities Director has a standing contract with Avalon Printing who will print and deliver free of charge.



Neighborhood Watch Printing Request Form

DATE: _____

REQUESTED BY: _____

APPROVED: _____ or _____
Executive Director Assistant Executive Director

SUBMIT TO NEIGHBORHOOD WATCH SECRETARY TO DELIVER TO ACTIVITIES OFFICE

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Document Name: _____

Purpose of document: _____

of Masters: _____ X # of Copies: _____ = Total Copies: _____

Single Sided: _____ Double Sided: _____ Collated and Stapled: _____

Color of Paper: _____ Three-holed punch: _____

Date needed by: _____

Special requirements: _____

Please call _____ at telephone number _____
when ready for pick up.

If you have any questions, please contact Pauline Watson at 543-8436 or my email address
frpawatson@sbcglobal.net

SCLH Activities Office use only:

Received _____ *Printed* _____ *Called* _____