

RANCHO BERNARDO NEIGHBORHOOD WATCH Identification Badges

Policy: Identification Badges will be provided to RBNHW leaders by the Storefront Office staff upon request on an accountable basis. RBNHW leaders are defined as RBNHW Director, District and Area Coordinators, Block Captains, Co-Block Captains, Assistant Block Captains, Storefront office staff, and committee chairs or other volunteers serving in an official NHW capacity. RBNHW leaders are encouraged to wear the badges when conducting RBNHW business. The badges will be used by leaders for official RBNHW purposes ONLY.

Procedures:

Identification Badge Requests: All requests for Identification Badges must be validated and approved by NHW Director, District or Area Coordinators as legitimate requests. All RBNHW leaders including Block Captains, Assistant Block Captains, Area Coordinators, District Coordinators, and volunteer office staff are entitled to an Identification Badge.

Badge Design: All badges will be uniform in design for all RBNHW leaders and will include the standard NHW logo, leaders name, position, Storefront phone number, and a place for a head and shoulder photo of the leader. Pictures can be provided to the Storefront Office by individual leaders, taken by Storefront Office staff, or attached to the Identification Badges by leaders. Pictures are encouraged but not required.

Control of Identification Badges: All badges will be prepared and issued by the Storefront Office staff and will only be issued upon approval by the NHW Director, District Coordinators or Area Coordinators. Leaders will sign for the badges upon receipt. The Director, District or Area Coordinators are responsible for issuing the badges and maintaining a signed log (attached) of who has badges in their District or Area. The log will include Block Number, Name, Address, and Signature of Recipient. The Director, District and Area Coordinators are responsible for collecting badges from leaders no longer serving within their area of responsibility.

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Approved by Board Of Advisers: May 19, 2009