



Pennsylvania State Animal
Response Team (PASART)
2605 Interstate Drive
Harrisburg, Pennsylvania 17110-9364

PASART POLICY
NO. P2015-1

SUBJECT: Affixing Donor Logos to PASART Vehicles

DATE: June 16, 2015

I. PURPOSE

To establish a policy for affixing logos from donor companies/organizations to any PASART owned vehicle.

II. GOAL

Establishes a uniform procedure under which requests for attachment of a donor logo to any PASART owned vehicle will be reviewed and approved while also providing specific requirements to which donor organizations must agree before any logos will be placed on a PASART owned vehicle.

III. POLICY

It is the policy of PASART to allow for donors to request that their logo be affixed to a PASART vehicle in the county in which they have made either a monetary or non-monetary. The value of the donation must be at least \$1,000.00 in order for the request to be reviewed.

IV. APPLICABILITY

This policy applies to all PASART vehicles and the CART to which the vehicle is assigned.

V. PROCEDURES/REQUIREMENTS/RESTRICTIONS/EXCEPTION

1. CART Coordinators will advise local donors of this policy. Donors will be advised that if approved, they must supply the logo in the form of a removable decal.
2. Donors will submit their request to the County CART Coordinator. The request will include the value of their donation and a copy of the logo they wish to have affixed to one of PASART vehicles.
3. The County CART Coordinator will forward the request, along with their recommendation, to the PASART Executive Director for review and approval.

4. The Executive Director shall review the request and insure that the requesting organizations public image is one of good standing so as not to intentionally or unintentionally damage the public perception of PASART.
5. If approved, the logo shall remain on the vehicle for a period of five years from the date of approval. Logos that were affixed prior to the effective date of this policy shall be retained for a five year period beginning with the effective date of this policy.
6. Logos that may become degraded due to weather shall be removed from the vehicle. The donor organization will be so informed and given the opportunity to supply a new one for the remainder of the five year period.
7. PASART reserves the right to refuse to any request for any reason it deems valid.
8. **EXCEPTION: Some of the trailers purchased by, or donated to, PASART are “hosted” by County EMA’s. This means that we turned the ownership of the vehicle over to the County EMA in exchange for maintaining the vehicle, providing insurance, registration and inspection costs. If your County has such a “hosting” arrangement, the approval of any request related to this policy will also be governed by the policies of that County EMA and/or those of the County Commissioners or County Executive. If the County has a policy which prohibits the affixing of donor decals on County vehicles, then that policy will prevail. If there is no such policy, the request will be submitted to the County EMA for prior review and approval before submitting to the PASART Executive Director for review.**

VI. **DISTRIBUTION**

1. PASART Members
2. County Animal Response Team (CART) Leaders