

**Oregon Chapter American Fisheries Society  
Posterboard Loaning Policy**

Approved by the Oregon Chapter Executive Committee (ExCom) on 13 December 2005

Whereas the Oregon Chapter of the American Fisheries Society (hereafter ORAFS) possesses 8 (4 x 8-foot) metal-framed and 10 (4 x 8-foot) wood framed posterboards,

And whereas ORAFS recognizes the need for other non-profit natural resource conservation and education organizations and related government agencies to use posterboards to disseminate information at professional and educational meetings,

And whereas ORAFS recognizes other non-profit natural resource conservation and education organizations and related government agencies may benefit financially from borrowing instead of purchasing posterboards,

And whereas ORAFS receives several requests per year from other organizations to borrow its posterboards.

And whereas ORAFS realizes loaning posterboards to non-profit natural resource conservation and education organizations and related government agencies is compatible with the ORAFS strategic and annual work plans,

And whereas ORAFS realizes in order to assign responsibility to borrowers and protect ORAFS from financial hardships a formal posterboard loaning policy is needed.

**LOANING POLICY**

Posterboard loan requests shall be sent to the External Director.

If requests are approved by ExCom, posterboards shall be checked in and out by the External Director, or his or her designee, who will also record condition of the boards before and after loaning.

Posterboard requests and reservations will be processed on a first come-first serve basis to non-profit natural resource conservation and education organizations and related government agencies. Priority will be given to requests from members of ORAFS, the ORAFS Student Subunits, and other AFS chapters.

A maximum of 4 requests per year will be approved to minimize incidental wear and tear.

No posterboard borrowing requests shall be approved for dates that overlap ORAFS events where posterboards will be used. If an ORAFS event is developed that conflicts with an agreement to loan posterboards, the agreement may be dissolved if 60 days notice can be provided to the borrower.

In its request, the borrowing organization or agency shall state the date(s) needed, title of the event, location of event, and number of posterboards needed.

A responsible member from the borrowing organization or agency shall sign an accountability form or letter that holds them financially liable for whatever it costs to repair or replace the posterboard minus 10% for normal wear and tear.

Posterboards shall be transported in a covered vehicle that keeps the boards clean and dry.

Tape shall not be used on the posterboards, only pins.

Borrowers shall return posterboards to a location specified by the External Director within 1 week (7 calendar days) after the last day of the event unless the External Director determines a later time would be best.

The borrowing organization or agency shall acknowledge ORAFS in meeting proceedings or agendas, by posting a small placard near the posterboards acknowledging that they were loaned by ORAFS, and by acknowledging ORAFS's loan of the posterboards during opening or closing remarks by an organization leader at the event.