

Printing/Creating Materials Checklist

If you are planning on printing documents that already exist or creating new materials with your grants funds please use the below to ensure that you are adhering to the requirements.

STEPS TO FOLLOW		
<input type="checkbox"/>	Printing Existing Created Materials	If you want to print or make copies of an existing material such as a flyer or pamphlet then you do not need to have the ICJIA disclaimer. As long as you have permission to reprint the material you are free to do so without making any updates to the item.
<input type="checkbox"/>	Creating New Materials	<p>If you are creating a new material (handout, flyer, pamphlet, etc.) and it is something that the council is responsible for then you must do the below steps before printing copies or sending out to the public:</p> <ul style="list-style-type: none"> • Ensure that the ICJIA disclaimer is on the material. Usually in the footer is the most appropriate place. • Send to Lacey and Mary for their initial review. <ul style="list-style-type: none"> ○ Please include the quantity you wish to create, the purpose or use of the material and any other pertinent information. ○ They will then have to send to the ICJIA legal department for final review and approval. This is required to ensure that the content and images are allowable for grant funded materials. This process can take multiple weeks so submit your materials early to ensure there is enough time before you need them.
<input type="checkbox"/>	Printing Requirements for Paying to Print Materials	As it is always good practice to get bids to ensure you are getting the best price there are no restrictions on printing. As long as you have an approved budget line item for the printing you are not required to submit anything to your grant monitor or ICJIA prior to printing.

Disclaimer:

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