

**Cottonwood, Inc.
Policies and Procedures**

SECTION: Administrative

POLICY NO: 04-028

SUBJECT: Tours

EFFECTIVE DATE: May 1987

Policy:

Tours are a recognized public relations tool and serve to educate people about Cottonwood, Inc.'s program and the population served. Tours may be given to parties or individuals on request. Tours that are formal in nature and that are being requested by a group, media, official or another provider may not be given without prior permission from the Director of Community Relations/Development or CEO.

Procedures:

1. Any party wishing to tour Cottonwood, Inc. should contact the Director of Community Relations/Development, who will be responsible for making the necessary arrangements. Staff who have been contacted to give a tour must first notify the Director of Community Relations/Development or CEO if the Director is unavailable.
2. The Director of Community Relations/Development will determine the most appropriate staff to conduct the tour and will confer with the appropriate department director(s) to determine a convenient date and time for the tour.
3. Any deviation from the planned tour will be disseminated to all concerned, as soon as possible.
4. The Director of Community Relations/Development will develop and maintain information about Cottonwood, Inc. which may be reviewed and/or distributed to touring groups.
5. The Director of Community Relations/Development will maintain a record of all tours of a formal nature.