

PATHWAYS ABILITIES SOCIETY

PROCEDURE: MAIL

Applies to: All Personnel

Effective/Revision Date:

September 19, 2005

September 12, 2011

January 28, 2013

November 19, 2018

1. The outside mailbox at 123 Franklyn Road is checked daily.
2. Mail received is from any locations is given to the executive director or his/her designate.
3. The executive director opens the mail and distributes accordingly.