

**Town of Mashpee  
Board of Selectmen**

**Policy No: 38**

**Town Mailings**

This policy governs the mailing of inserts/fliers by any Town department, board or committee. All mailings must be in conformance with the following procedures:

- A request asking for permission from the Board of Selectmen to send out a mailing to Mashpee residents shall be submitted to the Board at least one month prior to date of mailing.
- A sample of the insert/flier must be submitted with the request to the Board of Selectmen.
- The Board of Selectmen will review the request at the subsequent Selectmen's Meeting.
- The department/board/committee that submitted the request shall be notified in writing of the Board's decision.

***Adopted by the  
Mashpee Board of Selectmen  
July 9, 2001***