

Procedure for ordering Provincial Crests

- All crest designs must have the approval of the Deputy Provincial Commissioner who ensures that the use of the logo is in compliance with Merchandising Guidelines prior to any quotes being sought.
- All new crests must be approved, by motion, by Alberta Council or Alberta Council Executive Committee prior to placing the order.
- Crests which are being reordered do not need executive approval; decisions to be made by the Standing Committee Adviser and Office Clerk (who will get a quote from the current supplier). The DPC and SCA will be advised of the order by the Office Clerk.
- The Office Clerk processes requests for crests from Standing Committee Advisers (or Chairwomen of Ad Hoc Committees).
- Alberta Council does not engage any crest company to professionally design the crest prior to making a decision as to which company to use – asking a company to design a “camera-ready” crest implies a contract and allows the company to retain copyright/design rights.
- A rough sketch of the crest is submitted to the Deputy Provincial Commissioner for approval, by the Standing Committee Adviser.
- Once approved, the Deputy Provincial Commissioner forwards the approved “rough sketch” to the Standing Committee Adviser, the Office Clerk and the Provincial Commissioner. This signifies the approval has been given.
- The approved sketch is sent out to three crest companies for quotes by the Office Clerk.
- The three quotes are given to the Standing Committee Adviser, without the names of the companies.
- The Standing Committee Adviser sends her request to the Provincial Commissioner and asks that a motion be approved by Council/Executive (based on the design quote and requested order size).
- The request for purchasing of the crest is approved, and the Provincial Commissioner, or Administrative Manager, relays the decision re the crest approval to the Office Clerk and the Standing Committee Adviser so that ordering of the crest may proceed.
- All crests are sold on a cost recovery basis. The cost includes the cost of producing the crest, any set up charges, shipping and handling, and GST, rounded to the nearest nickel.

Approved: Alberta Council Executive Committee – May 2, 2015

June 21, 2014 Carried E.14.06.11	*That reordering of crests no longer needs executive approval, decisions to be made by SCA and office clerk (who will get a quote from the current supplier) and DPC SCA advised of the order.
-------------------------------------	--