



## CITY OF HUMBOLDT POLICY #3040

**TITLE:** Pin Protocol  
**ADOPTED BY:** City Council  
**ORIGIN:** Communications & Community Development Committee  
**JURISDICTION:** City of Humboldt  
**EFFECTIVE DATE:** May 5, 2014      **AMENDED:** n/a  
**PAGES:** 1

### 1.0 PURPOSE

To ensure local individuals, groups and organizations are supported as they represent Humboldt at events while also ensuring a measure is in place to manage the amount of pins given out on a “gratis” basis.

### 2.0 DEFINITIONS

- “City” refers to the City of Humboldt.
- “Gratis” means willingly provided without any expectation by the provider for compensation.
- “Pins” refers to the City of Humboldt’s custom lapel pins.

### 3.0 POLICY STATEMENTS

- 3.1 The City will provide up to 100 lapel pins, at no charge, to local individuals or community organizations that are participating in conferences, exchanges, tournaments or other public events representing the City of Humboldt.
- 3.2 If more than 100 pins are requested, a small fee of .25 cents/per pin will be charged.
- 3.3 Council and/or internal Departments, including the Humboldt Fire Department and Humboldt & District Museum & Gallery, may request and/or reserve pins for City use at any time and at no charge.

### 4.0 PROCEDURE

Individuals, groups or organizations asking for pins will need to fill out a brief request form. If payment is required for additional pins, this amount will be noted on the form. Payment is to be made at City Hall.

### 5.0 RESPONSIBILITY

The Communications & Community Development Department will be responsible for the distribution/management of City of Humboldt pins.