

**HSU ADVANCEMENT FOUNDATION
COMMUNICATIONS POLICY
APPROVED AT JULY 28, 2005 BOARD MEETING**

I. PURPOSE

It is the Foundation's goal to foster good communications with students, staff, faculty, donors, general public and the media.

II. PROCEDURES OF COMMUNICATIONS POLICY

- A. The Spokespersons for the HSU Advancement Foundation are the University President, Executive Director and Chair of the Board.

Therefore, any communication requests should be directed to the above Spokespersons. This includes written or verbal communication. Spokespersons may be reached at (707) 826-3390.

However, communications related to day to day operations can be handled by the HSUAF staff. HSUAF staff may be reached at (707) 826-5101.

- B. It is important that Board members and HSUAF staff follow the above procedures and recognize their responsibility in honoring the communications policy.