

**E. Internal Policy Regarding
Unsolicited Submission of Material**

1. All staff persons are instructed to route any submission to one senior staff person who has no responsibility whatsoever for creative development.
2. The mailroom, or the recipient, logs the submission in by date, time, with the senior staff person.
3. The senior staff person notes the name and address of the submitter in the log, and returns the submission along with the External Policy statement and form agreement.
4. If the form agreement is acceptable to the submitter, he or she can resubmit the material.