



Governor's Office of Highway Safety Promotional/ Incentive Item Action Plan

The content of all Public Information and Education materials to be purchased with Federal Funds must be submitted to GOHS for written approval prior to final production. A plan outlining the purpose of the items to be purchased is required. Promotional items can only be distributed at activities where traffic safety is emphasized and interaction is held between subgrantee and attendee. Items should not be used in "goody bags" for attendees at fairs or booths where there is no interaction with the recipient.

Please submit this form (along with an attached proof) to your GOHS representative prior to purchase of the item. Proofs must include an approved NHTSA highway safety message and the GOHS logo (or "in partnership with the Governor's Office of Highway Safety")

1 Activity

2 Promotional Item Type

3 Proposed Quantity*

**If a quantity remains after the activity, GOHS must approve a plan before remaining items can be used.*

4 Proposed Cost

5 Target Audience



6 Explanation of how the activity will help meet the objective of the project

7 Description of how the results of the activity will be used and reported

8 Additional Comments

9 Proof Attached?

YES NO (GOHS Staff Verify)

10 Attach this signed form to claim where the request for reimbursement is being made.

Project Director signature

Date:

GOHS Planner approval (Budget verification)

Date:

GOHS Division Director approval

Date: