

02-16. Sponsorship, Co-sponsorship, or Endorsement

Internal Policies and Procedures of the Utah State Board of Education
Policy # 02-16
Subject: Sponsorship, Co-sponsorship, or Endorsement
Effective Date: 7/01/2011 Revision Dates: 9/25/2017
Purpose: To outline the procedures that a USBE employee shall follow before sponsoring, co-sponsoring, or endorsing any program, conference, workshop, product, or similar activity.
Policy: A USBE employee shall follow all policies and procedures outlined in this policy before committing, implying, or advertising USBE to sponsor, co-sponsor, or endorse a program, conference, workshop, product, event, document, or similar.
References:

Procedures:

- For purposes of this policy, “sponsored event” includes sponsorship, co-sponsorship, or endorsement of a program, conference, workshop, product, document, or similar activity.
- The applicable associate or deputy superintendent shall approve, in writing, the use of the name of the USBE as a sponsor, co-sponsor, or endorser of a sponsored event.
- When requesting sponsorship for an event, a USBE employee shall include with the request a tentative agenda for the conference, including invited guest speakers.
 - If substantive changes in the agenda occur or the speakers at the conference are changed, a USBE employee shall notify, in writing, the appropriate associate or deputy superintendent prior to the sponsored event.
- The appropriate USBE staff member should be on the planning body of the sponsored event, whenever possible.
- The sponsored event must be compatible with the goals of the USBE and advance the policies and mission of the USBE.
 - A sponsored event cannot violate any USBE policy, rule, or state law, including those governing human sexuality education, and political activity.
- The main purpose of the sponsored event must be educational in nature.
- No activity may be co-sponsored, sponsored, or endorsed where alcohol, tobacco, or other safe-school banned substances are distributed.
- In-service/re-licensure credit shall be determined independently of USBE sponsorship of the conference.
- Before funds are committed for sponsorship or co-sponsorship, a USBE employee shall check with their supervisor.