First 5 Commission of San Diego

Subject: **Support of Community Events and Professional Education Symposia**

Policy Number: F5C-005   Effective Date: April 10, 2017   Page 1 of 2

Purpose

To establish policies and procedures guiding First 5 Commission of San Diego ("Commission") support of community events and professional education symposia.

Background

At times, community based organizations and other partners request the Commission's participation in or sponsorship of health fairs, family fairs and other local community events and professional education symposia. The Commission recognizes that sharing information with the community is an essential element in promoting the vision of Proposition 10, facilitating community involvement, and increasing community awareness and understanding of children ages 0 through 5 and their families.

Policy

The First 5 Commission of San Diego may provide funding to community partners for materials to support community awareness and education consistent with Commission goals and the Strategic Plan. The Commission may also support professional education events directly related to Commission goals and the Strategic Plan.

Procedures

1. Allocation of Funds

   a. The Commission will identify funds to be used for public information and education activities and support of professional educational events as part of the annual budget.

2. Requests for Commission Support

   a. Commission staff will evaluate requests for support of public information and education activities (such as community events) by using the following guidelines:

   - The purpose of the activity or event must be consistent with the Commission's goals and Strategic Plan.
   - The request must be for educational/informational materials for children ages 0 through 5 and their families.
   - Funding will strengthen community capacity to meet the needs of children ages 0 through 5 and their families.
   - The requested funds must be available.
   - The requested funds must be used to supplement, not supplant, other funding.

- The request must meet criteria in First 5 San Diego's Sponsorship Request Guidelines (established in November 2009).
- The requestor must complete First 5 San Diego's Sponsorship Application (established in November 2009).

b. Requests for support of symposia, conferences or other professional education activities will be received by Commission staff, who will evaluate the requests using the following guidelines:

- The purpose of the symposium, conference or event must be to educate professionals on issues consistent with the Commission's goals and Strategic Plan.
- Funding will strengthen community capacity to meet the needs of children ages 0 through 5 and their families.
- The requested funds must be available.
- The requested funds must be used to supplement, not supplant, other funding.
- The request must meet the criteria in First 5 San Diego's Sponsorship Request Guidelines (established in November 2009).
- The requestor must complete First 5 San Diego's Sponsorship Application (established in November 2009).

c. Requests that meet the above guidelines will be submitted to the Executive Director for approval and processing according to Section 4 below.

3. Funding of Commission-Initiated Events

   a. The Commission may fund public information or education activities, or professional education events that it has initiated to advance its vision and current priorities.

4. Approval of Funding

   a. Funding up to $5,000 for any single public information or education event or professional education event that meets established guidelines will be reviewed for consideration.

   b. Requests for amounts over $5,000 may be considered based on availability of funds and/or review by the Commission.

Sunset Review: April 2020
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Approved:

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