

Internal Policies and Procedures of the Utah State Board of Education	
Policy #:	02-16
Subject:	Sponsorship, Co-sponsorship, or Endorsement
Date:	May 25, 2022
Policy Owner:	Assistant Superintendent of Operations
Policy Officer:	Deputy Superintendent of Operations

- I. **PURPOSE:** To outline the procedures that a Utah State Board of Education (“USBE”) employee shall follow before sponsoring, co-sponsoring, or endorsing any program, conference, workshop, product, or similar activity.
- II. **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.
- III. **PROCEDURES:**
 1. For purposes of this policy, “sponsored event” includes sponsorship, co-sponsorship, or endorsement of a program, conference, workshop, product, document, or similar activity.
 2. 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.
 3. When requesting sponsorship for an event, a USBE employee shall include with the request a tentative agenda for the conference, including invited guest speakers.
 - a. 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.
 4. The appropriate USBE staff member should be on the planning body of the sponsored event, whenever possible.

5. The sponsored event must be compatible with the goals of the USBE and advance the policies and mission of the USBE.
 - a. A sponsored event cannot violate any USBE policy, rule, or state law, including those governing human sexuality education, and political activity.
 6. The main purpose of the sponsored event must be educational in nature.
 7. No activity may be co-sponsored, sponsored, or endorsed where alcohol, tobacco, or other safe-school banned substances are distributed.
 8. In-service/re-licensure credit shall be determined independently of USBE sponsorship of the conference.
 9. Before funds are committed for sponsorship or co-sponsorship, a USBE employee shall check with their supervisor.
- IV. **HISTORY:** The effective date of this policy was July 1, 2011, with a revision on September 25, 2017. On May 25, 2022, this policy was formatted to comply with USBE Internal Policy 00-01.