



POLICY STATEMENT: CHAPTER CO-SPONSORSHIP OF EVENTS

Because APNA Chapters must conform to APNA policies regarding financial agreements as well as standards associated with continuing education, especially in light of the Tax Exempt Status afforded to chapters under IRS's determination (March 2002), the following policy regarding co-sponsorship of events or initiatives must be followed:

- For any co-sponsorship or agreement, whether financial, committing other resources (mailing lists, APNA members,) or using APNA's name, (even APNA chapter's name), the APNA Executive Director must be sent a copy of the proposed Letter of Agreement (LOA). All agreements must be in writing.
- Following a review of the LOA, The Executive Director will determine if the LOA conforms to APNA policies, procedures, strategic plan, or other board of directors approved or disapproved initiatives. If it does not conform, suggestions will be made, if possible, to bring the agreement within APNA approved policies. If the revisions are unacceptable to the chapter or other "party", approval to co-sponsor etc. will not be given.
- Informal agreements such as verbal ones must be put in writing so that a determination can be made regarding the commitment on the part of the APNA chapter.