



POLICY STATEMENT: CHAPTER CO-SPONSORSHIP OF EVENTS

As internal components of APNA, APNA Chapters must conform to APNA policies regarding financial agreements as well as standards associated with continuing education. The following requirements exist regarding co-sponsorship of events or initiatives:

- For any co-sponsorship or agreement, whether financial, committing other resources (mailing lists, APNA members, etc) or using APNA's name, (including the APNA chapter name), the APNA Executive Director must be sent a copy of the proposed Letter of Agreement (LOA) for approval. 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 direction, and/or other Board of Directors approved or disapproved initiatives. Suggested edits may be made 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 or verbal agreements must be put in writing so that a determination can be made regarding the commitment on the part of APNA.