

**FAMILY PLANNING PROGRAM****SECTION:** Community Education**POLICY AND PROCEDURE MANUAL****SUBJECT:** I & E Committee

**POLICY:** Each delegate agency must have an Informational and Educational Materials Review Committee.

**GUIDELINES:**

1. An advisory committee broadly representative of the community consisting of five to nine members will be established that broadly represents the community. It should have adolescent and consumer representation.
2. The committee shall review and approve all informational and educational materials developed or made available under the program prior to the distribution of these materials. All materials must be reviewed regardless of origin - local, state, federal or commercial publisher. All media forms shall be reviewed - written, audio or audio-visual.
3. Information and educational materials must be reviewed to assure that the materials are suitable for the population and community for which they are intended and to assure their consistency with the purposes of Title X.
4. Program staff for the delegate agency may review the educational materials for technical accuracy and provide that information to the committee.
5. The committee must:
  - a. consider the educational and cultural backgrounds of the individuals to whom the materials are addressed.
  - b. consider the standards of the population or community to be served with respect to such materials.
  - c. review the content of the material to assure that the information is factually correct.
  - d. determine whether the material is suitable for the population or community to which it is to be made available.
  - e. establish a written record of its determinations

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6. Minutes of meetings must be kept that document the materials that were reviewed and the decisions made about the use of the materials - approved, approved with modifications or disapproved.
7. Minutes of the I & E Committee shall be maintained on site at the delegate agency and be available for review by the State Office of Family Planning.

## Reference:

1. Program Guidelines for Project Grants for Family Planning Services, January 2001, p. 10, Section 6.8, Review and Approval of Informational and Educational Materials.

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