



**FAMILY PLANNING PROGRAM
POLICY AND PROCEDURE MANUAL**

SECTION: Community Education
SUBJECT: State I & E Committee

POLICY: The ND Family Planning Program shall utilize the Delegate Directors' Council as the state level Information and Educational Materials Review Committee.

PROCEDURE:

1. The Delegate Directors' Council shall be comprised of the delegate director or designee from each agency with which the ND FPP contracts for direct services.
2. All information and educational materials developed by the State office for use by the delegate agencies shall be reviewed by the Delegate Directors' Council.
3. The draft of all materials shall be taken by the members of the Delegate Directors' Council back to their respective agencies. The materials shall be reviewed by the staff and local I & E committee.
4. Comments from all agencies shall be reviewed and compiled. Modifications to the materials shall be made and returned to the Delegate Directors' Council for a vote.
5. The draft shall be finalized and copies made available to the delegate agencies.
6. Materials developed by an outside state government source, shall be reviewed by council and voted on.

Reference:

1. Program Guidelines for Project Grants for Family Planning Services, January 2001, p. 10-11, Section 6.8, Review and Approval of Informational and Educational Materials.