

Endorsements and Special Projects Policy (adapted from NCSS by CCSS BOD, 2-05-05)

Types of CCSS Involvement: CCSS is invited to participate with others in the development of projects, programs, position statements, policies, products, and services. Some examples of each type of involvement follow:

Informal advising: Requires no official approval; president monitors all informal advisement. The CCSS name will not be used at this level of involvement prior to formal approval proceedings.

Purpose: To assist not-for profit and for-profit organizations in understanding and incorporating CCSS and NCSS perspectives or to refer such organizations to appropriate individuals or organizations.

Personnel: President or board member

Costs/Fees: No costs or fees

Limitations:

Formal advising: Requires review and approval by the Board of Directors. CCSS shall be recognized as participating in the process with no other rights or endorsements granted without additional review.

Purpose: To assist government agencies, college and university organizations, and not-for-profit and for-profit corporations in developing policy, position statements, projects and programs. CCSS is interested in securing an official role with one CCSS representative on an advisory board or similar group, or appointing an individual advisor using CCSS affiliation

Personnel: President or appointee, or CCSS Board of Directors identified representative(s).

Costs/Fees: All cost incurred by CCSS representation shall—ideally- be reimbursed by the requesting agency.

Limitations: Policy, project or program development at the state level. CCSS shall be recognized as participating in the process with no other rights or endorsements granted without additional review by NCSS.

Planning: Requires review and approval by the Board of Directors.

Purpose: To assist not-for profit and for-profit organizations in understanding and incorporating CCSS perspectives in the conceptualization and/or planning of a product, project, service or grant proposal that leads to future and ongoing involvement by CCSS. Planning should allow adequate time for CCSS to fully participate in the planning process. The planning process shall lead to a formal Memorandum of Understanding (MOU) that identifies CCSS and the collaborating organization's responsibilities; including demands on human resources, indirect cost sharing, a budget allocation to CCSS covering all costs, fee for services, consultation, products or deliverables.

Personnel: President or appointee, or CCSS Board of Directors identified representative(s).

Costs/Fees: Shall be initially incurred by CCSS but to be calculated into the MOU if funded.

Limitations: Planning shall lead to greater involvement of CCSS or recognition of CCSS.

Information/materials dissemination: Usually presidential approval is sufficient. Short announcements in line with the purpose listed below in the "Teacher Resource" or "Teacher Opportunity" sections of the CCSS member newsletter and web site; Short announcements disseminated electronically via the web site as deemed appropriate. A CCSS mailing list may be requested for a nominal fee, for a one-time use only.

Purpose: Provide pertinent information to CCSS members about free or low cost professional opportunities or materials produced by an organization other than CCSS as a membership benefit.

Personnel: President, newsletter editor, web master, as appropriate.

Costs/Fees: None or minimal

Limitations: As time and resources allow.

Endorsement: Requires approval by the board of directors. Examples: Committing CCSS support for education standards, a position statement, program, project, product or service, with which CCSS will be publicly identified.

All programs, position statements, projects, products, and services endorsed by CCSS will include the official CCSS logo, the worldwide web address of CCSS, and the words "endorsed by the Colorado Council for the Social Studies.

Purpose: To formally recognize a project, position statement, program, product, policy or service with which CCSS will be publicly identified.

Personnel: Review by Board or special committee of CCSS identified members if necessary

Costs/Fees: Costs and fees are identified in a MOU.

Limitations: Endorsement of projects, position statements, programs, products, policies, and services are limited to those that have completed the formal advisement, planning or project development processes identified in this document. Endorsements shall be for the length of three years as long as products have not been revised or altered from the original product.

Guidelines for Endorsements and Approval of Special Projects: The following general guidelines apply to the consideration of position statements, programs, instructional materials, contests, travel or study experiences, or any other activities, products, services, or member benefits for which CCSS is invited to be involved or which are initiated by or jointly planned with parties outside CCSS. Each request for CCSS involvement or endorsement should be reviewed on its own merits, with consideration given to goals and priorities established in the Board as well as the current resources, both personnel and financial, to honor ongoing and proposed new programs and commitments.

- 1 Are the goals, objectives or purposes consistent with CCSS by-laws, policies and priorities?
- 2 Is there evidence of accurate and high quality scholarship?
- 3 Will there be open access to participants or equal applicability to individuals or groups regardless of race, ethnic background, gender, religion, socioeconomic status or handicap? If not, will this endorsement or special project specifically benefit under-represented or disenfranchised groups?
- 4 Will there be meaningful involvement of CCSS representatives, where feasible?
- 5 Will there be a desirable benefit to CCSS members or to the profession?
- 6 Is there potential to provide positive public awareness of the social studies, social studies educators or CCSS?
- 7 Can CCSS participate as requested with available resources or will adequate resources be provided for CCSS involvement?
- 8 What evidence exists that other professional education organizations support this effort?

Monitoring Procedures and Review: Once approval or endorsement has been granted to a project, program, statement, material or activity, then the secretary should add the item to a listing of all current and continuing endorsements, services or other programs identified as "special projects," and monitor it as follows.

A tracking sheet should be maintained on each special project that is underway and each endorsement that is under consideration specifying date received, dates submitted to the Board. Action taken at each step should be recorded.

Those involved should provide a status report on the project at each regular meeting of the board of directors.

A file listing all past endorsements or approved special projects should be maintained with the names, addresses of contact organizations and other pertinent information.