



CHILD CARE PLANNING COUNCIL OF SONOMA COUNTY

Protocol
Consideration of Requests for Partnership, Collaboration or Sponsorship

Responsible Committee	Date Last Reviewed
Executive Committee	Approved 1/6/12

Protocol Description
<ol style="list-style-type: none"> 1. A proposal for CCPC partnership, collaboration and/or sponsorship must be initially presented to the Child Care Planning Council of Sonoma County (CCPC) Coordinator in writing, using the “Request for CCPC Partnership, Sponsorship or Support” form. Proposals should be submitted at least 30 days in advance of the submission deadline, if possible. 2. The CCPC Coordinator will review the proposal request form for completeness of all required information. 3. The Coordinator will distribute it to the Executive Committee, which will review the proposal for its fit with the current Council mission, goals, Strategic Plan and/or Child Care Plan, and for the appropriateness of the requested relationship, including potential conflict of interest, and develop a recommendation. 4. If the proposal includes a request for funding, the Finance Committee will review funding impacts and will develop a recommendation. 5. The Executive and/or Finance Committees will present their recommendation to the full Council for discussion and vote.