

Policy on Endorsements and Third-Party Supports

To further its mission and strategic initiatives, the Commission may occasionally work with or endorse the efforts of other organizations. This document defines the types of engagements the Commission entertains and the means by which its members review, approve, and ensure oversight of activities under such agreements.

Types of Engagements

Third parties or Commission members proposing letters of support or shared work initiatives should articulate clearly the nature of the engagement as one of two types:

- **Endorsements:** Such letters or statements provide express support for a program or initiative that aligns with the Commission's mission to support the effective use of technology for teachers and learners in Connecticut. The proposed scope of work should articulate the goals, funding source(s), timeline, actors, and beneficiaries of the initiative. Endorsements include no financial contributions from the Commission and minimal administrative involvement. Organizations that earn the Commission's endorsement must agree to provide the Executive Director periodic updates on progress against stated program goals.
- **Commitments of Support:** Outside organizations may ask for direct financial or time investments by the Commission. These types of requests should include details about the intent, financials, timing, sustainability, staff resources (existing and requested), and beneficiaries of the work.

Review and Approval

The Chair and Executive Director will review and approve requests to endorse work that align with the Commission's goals and notify Commission members of these endorsements.

Commitments of support, either financial or in staff time, require review and approval by the Commission members during normally scheduled (quarterly) Commission meetings. In time-sensitive situations, such as in the case of a third party needing to submit letters of support for a grant application, the Chair and Executive Director may call a Special Meeting to review and vote on support requests. In all cases, requests must indicate the level of support expected from the Executive Director (e.g., total expected hours, travel, etc.). Any time the Commission invests financially or through staff time, the Commission will designate either the Executive Director or another Commission member as an advisor to the initiative to help ensure good stewardship of the Commission's committed resources.