

# Educational Materials Advisory Committee

According to the January 2001 Program Guidelines For Project Grants For Family Planning Services from the United States Department of Health and Human Services, Office of Public Health and Science, Office of Population Affairs, Office of Family Planning each project must have a method of reviewing and approving educational materials that are used within the program. At Greene County Family Planning our Educational Materials Advisory Committee meets this requirement. The committee is currently composed of one high school health teacher, a social worker, a former Spanish teacher, two college students, a former substance abuse counselor, a church youth worker, a Family Development Program Director, our Program Administrator, and our Health Educator. Our committee meets at the maximum four times a year. Materials are mailed to committee members for their review and completed review forms are returned to our office. **If you are interested in serving on this important committee please give Cathy Start, Health Educator, a call at 719-3581.**

The following text from January 2001 Program Guidelines for Project Grants for Family Planning Services describes the required composition of the committee and its mission.

## 6.8 REVIEW AND APPROVAL OF INFORMATIONAL AND EDUCATIONAL MATERIALS

An advisory committee of five to nine members (the size of the committee can differ from these limits with written documentation and approval from the Regional Office) who are broadly representative of the community must review and approve all informational and educational (I&E) materials developed or made available under the project prior to their distribution 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. Oversight responsibility for the I&E committee(s) rests with the grantee. The grantee may delegate the I & E operations for the review and approval of materials to delegate/contract agencies.

The I&E committee(s) must:

- ~ Consider the educational and cultural backgrounds of the individuals to whom the materials are addressed;
- ~ Consider the standards of the population or community to be served with respect to such materials;
- ~ Review the content of the material to assure that the information is factually correct;
- ~ Determine whether the material is suitable for the population or community to which it is to be made available; and
- ~ Establish a written record of its determinations [59.6].

The committee(s) may delegate responsibility for the review of the factual, technical, and clinical accuracy to appropriate project staff. However, final approval of the I& E material rests with the committee(s).