

## Policy for Requests for Support

All requests for support should first be made in writing providing all necessary documentation including a statement regarding the relevance to the Commission’s mission.

Traditionally the Commission prefers that those requesting our support provide a presentation at a regularly scheduled Commission meeting. This provides Commissioners with the full understanding of what is being proposed as well as the ability to express their concerns or suggestions. Due to the time constraints of your request, the Executive Committee does have the capability to vote in support of the concept of your proposal. Should further support be needed for your proposal, the Commission would request that a full presentation be made.

For presentation arrangements or questions contact Nancy Yavrom, Program Coordinator at 916-447-7063 ext. 308.

<b>Funding</b>				
Grant Applications	Demonstrate coordination with Focal Point lead agencies and use of Human Services Information System data, if applicable.	The Chair, without approval of the full Commission, may direct that a letter be written for agencies and programs that the Commission has historically supported.	Applicant must demonstrate the effect of the expanded program on the total system of services.	Will not write a support letter for individual agencies during a funding cycle for which the Commission is the first level of review.
Ongoing Budget Support	Emphasis will be placed on analyzing funding levels of each program in light of total funding available.	Will not give on-the-spot support unless the broad implications have already been studied	Will only advocate during the funder’s regular budget process.	
<b>Public Policy / Legislation</b>	Request must be reviewed and approved by the full Commission	Once approved, the Commission’s name may be listed as supporting the position.	The Chair or other designated person may testify before policy boards in support of the position.	

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<b>Events</b>				
Cooperation	Role of Commission is facilitator and communication channel, with limited or no participation.	Use of the Commission's name is not permitted	There will be no expenditure of Commission resources.	Commission staff may determine the appropriateness of support at this level.
Endorsement	The sponsoring agency must be public or non-profit.	The activity contributes directly to AAC goals, objectives or Program of Work.	The full Commission must approve endorsement.	The Commission's name may be used by the sponsoring agency, as in "endorsed by the Sacramento County Adult and Aging Commission".
Co-Sponsorship	Only when the Commission has a voice in the direction and content of the program in question.	The full Commission will permit co-sponsorship only after approval.		
Sponsorship	Is appropriate only when the initiative comes from the Commission	Commission has primary responsibility for planning, conducting and follow-up on the activity.	The full Commission will permit sponsorship only after approval.	