



Family of Women Event Approval Policy

I. EVENTS REQUIRING PRIOR APPROVAL

A. There are two types of Family of Women (FOW) events which require prior approval:

- 1.** If the Family of Women is signing a contract or making a financial commitment:
 - a.** A budget and copies of proposed contracts must be submitted to the Family of Women Finance/Legal Team, for review and approval.
 - b.** It is the responsibility of the Finance/Legal Team to review and secure 3rd party insurance requirements for the venue when required.
- 2.** Any time Family of Women technology is used in a way that changes its original purpose, context/content or format, the revision must be pre-approved by the Content Team.

II. EVENTS THAT DO NOT NEED PRIOR APPROVAL:

A. There are a variety of agendas found on the Family of Women website which are labeled as “Open Programs” and may be used for any meeting or other event.

Approved by the Family of Women Board of Directors

February 3, 2019

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