

## **SAMPLE SIGN ON PROCEDURE**

[Insert organization name here] may receive requests to join with other organizations/entities in lending our name to a public statement. These statements, whether written by local or national organizations seek to build support for their position on national issues.

The organization may decline to participate because:

- The issue does not align with the goals or the position of the organization
- The tone or wording of the letter does not match the organization's position
- The content of the letter is based on questionable scientific basis, or factual inaccuracies, or language which we consider alarmist.

When possible the [insert review entity here-is it the Board or Executive Director or a Policy Committee or staff] is provided an opportunity to examine the proposed statement and make a recommendation. When facing a strict turnaround time, the following timeline and process will be adhered to: [to be completed by organization]

The final decision regarding sign on is made by the Executive Director and/or the Board President – acting on a recommendation from [insert appropriate person here].

Alternatively, the organization can include the following principles in their position statement/sign on policy:

### **THE [insert name of organization] WILL SIGN ON ONLY IF:**

- we consider the scientific information factual, understandable and defensible; and
- we agree with and can explain every major point made in the document; and
- the document does not contain significant amounts of "extreme language"; and
- there is a direct connection to the organization's interests.