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New York State Early Childhood Advisory Council Publication Guidelines

When creating any materials that include but are not limited to documents, recommendations, webinars or publications, on behalf of the New York State Early Childhood Advisory Council (ECAC) and its members, be sure to adhere to the following guidelines. These guidelines should be followed anytime the ECAC logo is used, the Co-Chair's names are used, a communication is produced for reading outside of the ECAC or for the ECAC website. All materials should align with the current ECAC strategic plan.

Once the draft is ready to be reviewed, please fill out the below form:

1. Draft of Materials:

Please check off the below steps to acknowledge that they were completed:

The draft of materials was created in coordination of the committee/team co-leads.

The draft of the materials was shared with the full committee/team.

The committee/team had a chance to provide input on the draft.

2. Cover Letter:

This cover letter/form will be forwarded to the ECAC co-chairs for their review. Once their review is completed, the materials will be presented to the full ECAC membership.

Please fill in the below questions to serve as the cover letter for the materials.

Who is the desired audience?

What is the targeted timeline for distribution of these materials?



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How do these materials align and/or advance with the current strategic plan?

What are the desired outcomes of the materials?

What is the dissemination plan for these materials?

Please outline any funding that may be required in the production of these materials.

3. **Approval:**

Once this form and draft of the materials is received, the ECAC Co-Chairs will review, comment with notes/requested edits or approve for these to go to the ECAC members for approval. An ECAC Co-Chair will then contact the Committee/Team co-leads with their suggestions/recommendations.

The document, recommendation or publication will then be presented to the full ECAC membership, and the members will review, comment with notes/requested edits or approve for the materials to be used with the ECAC name and branding.

I have attached a draft of the document and will send this form back to ECAC@ccf.ny.gov

Thank you!