

RAIC Syllabus Program

Promoting Syllabus Policy

Purpose

The purpose of the Promoting Syllabus Policy is to create a framework for Syllabus students, faculty, or volunteers to plan promotional material for the RAIC Syllabus program.

Revision History

Issued Date	Review Date	Approved Date	Approved By
	2013		RAIC Syllabus Director
	2019	January 31, 2020	RAIC Board

The RAIC welcomes Syllabus student, faculty, or volunteer ideas to promote the RAIC Syllabus program through either promotional materials or activities:

- **Promotional Materials:** Includes websites, newsletters, flyers, magazine articles, pamphlets or letters and the like for dissemination original from student groups, coordinators and other volunteers within the organization, or in response to requests from interested individuals and groups.
- **Activities:** Include open houses, lectures, presentations, fundraising and other functions to educate and solicit support for the program.

An individual or group wishing lead a promotional project for the RAIC Syllabus must draft a proposal, sample materials (if applicable), and budget and submit them to the RAIC Syllabus Registrar for approval, allowing up to two weeks for processing. If new information develops, the Registrar must be kept informed and approve any additional actions or changes to the original proposal. Proposals must answer the basic question *Who, What, Where, When, Why and How*. If your proposal includes any financial information or costs associated, please speak with the Registrar.

If you have any questions or need clarification regarding the procedures for submitting promotional materials and / or activities for approval do not hesitate to contact the RAIC Syllabus Registrar.