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| **Materials Review Form**Approval of Materials Developed for Public Distribution |
| **Agency Name** |  | **Contract Type** |  |
| **Contact Name** |  | **E-mail** |  |
| **Submission Date** |  | **Requested Distribution Date** |  |
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| **Type of Material:** |
| [ ]  | Brochure | [ ]  | Press Release | [ ]  | PowerPoint Presentation |
| [ ]  | Newspaper Article | [ ]  | PSA or Video Clip | [ ]  | Posters |
| [ ]  | Policy/Ordinance | [ ]  | Social Media Posting | [ ]  | Survey Tool**\*** |
| [ ]  | Other  |  [insert description]  |
| \* **If a survey tool is being submitted for review, please complete the *Supplemental Questionnaire for Survey Tool Review* below.** |
| **SAPC Short-Term Objective**  | [Select County Goal and Objective] |
| **Provider Short-Term Objective** |  |
| **Briefly describe the purpose of the material(s) and how it will be used to impact the provider short-term objective:** |  |

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| By signing below, you are indicating that the attached document(s) follows all agency policies and procedures and comply with the *General Review Criteria* outlined in SAPC’s *Approval of Materials Developed for Public Distribution* procedure. |
| **Signature Program Director** |  | **Date** |  |

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| **Approval Notification – For SAPC Use Only**  |
| **Signature Prevention Director** |  | **Date** |  |
| **Signature Research Staff** **(if related to research/ evaluation)** |  | **Date** |  |
| **Signature Prevention Staff** |  | **Date** |  |

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| **Additional Requirements for Approval:** |
| Approval of Materials Developed for Public Distribution – Materials Review Form | Revised 05/01/2019 |
|  |
| **Supplemental Questionnaire for Survey Tool Review** |
| 1. **Briefly describe the population you are targeting for completion of this survey:**
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| 1. **How/where will you be recruiting participants to complete your survey?**
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| 1. **Will you be providing incentives for the completion of this survey? If so, please describe the amount and type.**
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| 1. **What will you do with the information collected through this survey?**
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