



Date:

## Proposal for SHEA Endorsement of External Educational Events

**Primary Organizing Group:**

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**Seeking** (check all relevant selections):

- Endorsement       Co-sponsorship       Co-organization       CME       Financial Support  
(\*budget required)
- Logo Usage       Discounted Membership       SHEA Collateral Material

**Program Title:**

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**Program Dates:**

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**Program Location** (include institution/center, city, state/province, country):

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**Name of Course Director/Principal Program Organizer:**

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**Have we endorsed your program before? If so, when and where?**

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**How does your program support SHEA's educational mission?**

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**How will your program meet these requirements?**

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**Program Overview:**

(Course materials and draft agendas can substitute for narrative. If enclosed, clearly indicate relevant sections.)

**Target Audience:**

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**Faculty Request:**

**Additional Partner Organizations** (including potential and existing funders):

(Course materials and draft agendas can substitute for narrative. If enclosed, clearly indicate relevant sections.)

## Notification and Follow-Up

SHEA will provide notification of status within 60 days.

Upon approval, SHEA must be listed as an official endorser, co-sponsor, or co-organizer of the event on all marketing and programmatic materials.

Within 60 days of completion of the event, the primary organizer must provide:

- The complete registration and attendance lists
- Tabulated course evaluations
- Copy of course syllabus via electronic file, in English
- A complete financial report, in the case that financial support was sought.

**SHEA**  
**ATTN: External Affairs & Education Committees**  
 1300 Wilson Blvd., 300  
 Arlington, VA 22209  
[info@shea-online.org](mailto:info@shea-online.org)  
 F: (703) 684-1009

**For Internal Use:**

	Date
Review by EAC:	
Review by Education:	
Notification of approval sent:	
Registration list received:	
Course evaluation received:	
Electronic course syllabus received:	
Financial report received:	