Policy on Donations and Sponsorship of Professional Conferences

The Executive Board of the Society of Counseling Psychology, Division 17 of the American Psychological Association, will consider requests from other non-profit professional and educational organizations for donations to and/or sponsorship of regional, national, and international professional conferences. The Society of Counseling Psychology will only make donations to and consider sponsorship of professional conferences that are consistent with the stated mission of the Society. Information on the mission can be found on the website (www.div17.org/downloads.htm) in the Executive Board Handbook and Society By-Laws.

A specific budget line will be allocated each year for this purpose with the total amount to be set annually pending availability of funds.

In accordance with historical precedent, a $1000 donation will be made annually to the Teachers College Winter Roundtable, separate from this budget line. This donation will be exempted from the requirements of this policy.

Please note the following procedures for submitting requests:

- All requests should be made via email attachment and, if possible, be on the professional organization’s letterhead.
- Requests must be submitted to the Finance Committee via the President at his/her email address listed on the website (www.div17.org/governance/governance.htm).
- Requests must be made at least six months prior to date of the conference and by October 1st of the year before the calendar year in which the conference occurs.
- Requests will be first considered by the Finance Committee and will later be voted on by the Executive Board of the Society of Counseling Psychology.
- The Executive Board of SCP will consider requests for donations either at the midyear meeting when the budget is approved for the following year or via email vote.
- In the case of on-going, regularly held conferences, requests for donations or sponsorship can be made for up to three years. After that time, a new request must be made in accordance with the procedures outlined in this policy.

For full consideration, requests should include the following:

- The name, date, and current sponsors of the conference.
- Names of any current Division 17 members who are involved in organizing the conference and/or involved in the professional organization sponsoring the conference.
- A brief description of the professional organization sponsoring the conference.
- A full description of the purposes and format of the conference.
- Information on how SCP will be acknowledged as a co-sponsor or sponsor of the conference.
- Information regarding the financial stability of the conference, as well as the proposed uses of the requested funds.
- Information on the potential participants and/or targeted audience for the conference.
- Any discounts that may be offered to SCP members and/or student affiliates.
- The expected outcomes of the conference.
- A summary of how the conference is consistent with the mission of the Society of Counseling Psychology.
- A full report to the Executive Board of SCP summarizing the outcomes of any conference funded by this policy is expected within 3 months of the conference.

Requests will be evaluated according to the following criteria:

- Consistency of the conference purposes with the mission and values of counseling psychology.
- Extent to which the conference and/or affiliation will further SCP’s ability to meet its strategic goals.
- Potential impact of the conference on the field of counseling psychology.
- Extent to which the conference will significantly advance the science and practice of counseling psychology.
- Degree to which diversity issues are infused in the conference.
- Degree to which counseling psychologists are expected to participate in the conference.
- Extent to which the conference offers a unique experience (non-duplication of other conferences).
- Financial viability of the conference.