

Network Affiliation Guidelines

Purpose: The Council for Economic Education, with input from the CEE Network Advisory Committee, will conduct periodic reviews of its network affiliates. The purpose of these reviews is to

- Ensure quality program delivery on a national basis
- Ensure that affiliates have sufficient resources to achieve excellence to further their and the CEE's mission
- Provide feedback to affiliates' host universities and partners with regard to common objectives in the areas of teaching, research and service

Assumptions: Affiliate reviews will be conducted with the following set of operating assumptions:

- The affiliation process and criteria will allow for the greatest degree of flexibility possible while maintaining teacher training as the core focus of activity.
- The affiliation process will be as simple, as straightforward and efficient as possible, removing undue burden from both the applying Council/Center and the review team.
- The focus of the affiliation process is to assess whether a Council/Center is adequately meeting the needs in its geographic area and to offer support for improvement.

Process

Submission Process:

- State Councils are expected to submit a "whole state" application, whereby it collects the appropriate data from its Centers and submits one report. If this option is chosen, affiliation is conferred on the Council and all the Centers included in its report.
- Alternatively, on an as-needed basis, a state Council may choose to submit a report independent of its Centers, which then also would submit separate reports. In this case, each Center within the state would be reviewed as an independent unit, as would the Council.
- Centers in states with no Council will submit independent reports for affiliation.
- Regardless of scope of submission, all submissions will be done electronically. Councils/Centers seeking affiliation must use this reporting mechanism to be considered.
- Submissions will be reviewed by an Affiliation Review Committee, which will then discuss the review with the State Council President (or Center Director if no Council exists). This discussion is the core of the process.
- As a result of this review process, a report will be provided to the affiliate, which will include both a summary of current activities and recommended action items.
- If Council/Center activities are deemed to be adequate, the affiliate will receive a full affiliation status and retain that status for four years.
- If the affiliation review indicates some concerns regarding Council/Center operations, the CEE and the affiliate will address the concerns within one year of the review.

Criteria

Affiliates will primarily be assessed using output data, although some input data will be used. This set of input data will come primarily from an ongoing, confidential database kept by CEE. **Councils will update this database annually and the annual update must be done as part of the affiliation process.** (Some centers with their own 501c3 status may also be on the CEE database.) An easy-to-read report of this input data will be generated by CEE and will be an integral part of the affiliation process.

Input Data to Be Uploaded on the CEE Database: List of current Board of Directors, audited financial/budget information (two years), list of active centers, current strategic plan (if available), annual report (if available).

While teacher training and ancillary activities remain at the core of output expectations, states that opt for the “whole state” approach may have Centers that specialize in other activities, such as research. Regardless of Center-specific activities, the expectation is that these activities materially advance economic and financial education.

Data will be gathered using online affiliation request forms.

- a. If you are a State Council submitting on behalf of yourself and your state Centers (strongly encouraged), you will need to complete an online Whole State Affiliation Form.
- b. If you are a State Council submitting on your behalf only, you will need to complete a Council Affiliation Form.
- c. If you are a Center submitting on your behalf (because your State Council is not including you in the affiliation process or because you do not have a State Council) you will need to complete a Center Affiliation Form.

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