

## **New Hampshire Department of Education Materials Review Committee**

### **Committee Composition and Expectations**

The materials review committee will consist of at least five and up to 20 members. This will include educators, administrators, parents, youth, health professionals and others.

One or two meetings will be convened each year to review the rules and update the evaluation process to conform to CDC requirements.

Members will be asked to commit to be an active member of the committee for one year, with the ability to recommit at the end of that year.

### **Policies and Procedures**

The material review committee will review and approve all materials that must be reviewed as described in the CDC Cooperative Agreement guidelines and will follow CDC basic principles in conducting such reviews.

Materials must be reviewed by a group of no less than five people. An approval vote of four people out of five is needed to approve the materials.

Materials reviewed are intended as resources for adult educators or those adults preparing to become educators and should be used at the discretion of the educator. Materials reviewed are evaluated for the topics listed on the review committee form only. The NH Department of Education and HIV Materials Review Committee members are not endorsing or recommending the use of any materials, such as HIV prevention materials, sexuality education materials, or classroom materials, without additional local review for appropriateness of their use for any purpose or for use with any particular grade or age audience.

Please return the review form promptly.