# Policy Statement Proposal Submission Checklist

**I (primary author) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ acknowledge that the proposal adheres to the guidelines. I understand that failure to include and comply with this list will prevent the proposal from being reviewed. By checking the following items, I acknowledge that the proposal as submitted:**

*(Double-clicking on the box allows you to select a function to check the box)*

Is consistent with APHA's [goals, aims and objectives](https://apha.org/about-apha/governance/apha-boards-and-councils/governing-council/governing-council-minutes).

Addresses an identified [policy statement gap](https://www.apha.org/policies-and-advocacy/public-health-policy-statements/policy-statement-development-process/late-breakers) for the current year or updates an [existing policy statement](https://www.apha.org/policies-and-advocacy/public-health-policy-statements/policy-database)(s) as recommended *(if applicable)*.

Does not reference specific bill numbers, names, year or presidential administration so as to not date the policy statement.

Is not solely focused on an existing time-limited plan, strategy, taskforce or committee.

Includes the author(s) disclosure statement(s) (see [form](http://www.apha.org/~/media/files/word/policy/author_disclosure_statement.ashx)). There is appropriate disclosure of conflict of interest between the author’s financial or other personal interests and the goals and policies of the Association.

Is authored and submitted by an APHA member.

Includes a letter from verifying APHA member unit leadership sponsorship/endorsement (for proposals submitted on behalf of or endorsed by an APHA member unit).

Lists the primary author(s) name, organization, address, email, phone, member number, APHA member unit.

Lists collaborating unit(s) that provided content/guidance to the policy statement proposal’s development and their contact information (if applicable).

Is written in “plain English” – and does NOT use clauses such as “therefore,” “noting,” “whereas,” “recognizing,” etc.

All Action Steps are externally directed (directed to entities outside APHA)

Narrative text does not exceed 10 pages (1.5 spaced).

Includes 50 or fewer references.

Includes and clearly labels the following components:

|  |
| --- |
| Title |
| Summary |
| Relationship to existing APHA policy statements |
| Rationale for Consideration |
| Problem Statement |
| Evidence Based Strategies to Address the Problem |
| Opposing Arguments/Evidence |
| Alternative Strategies (Optional) |
| Action Steps |
| References |

In an effort to assist the APHA Executive Board to monitor the Association’s mission to create the healthiest nation in one generation, please select from the following leading health indicators that your proposed policy statement addresses (please choose a maximum of three).

|  |  |  |
| --- | --- | --- |
| Access to care | Equality | Public safety |
| Access to community-based resources (e.g., support of community living, opportunities for recreational and leisure-time activities) | Equity | Social determinants of health |
| Access to economic opportunities | Gender equality | Social norms and attitudes (e.g., discrimination, racism, and distrust of government) |
| Access to educational opportunities | Housing (e.g., residential  segregation, quality of  housing) | Social support (e.g., family, friends, community connectivity) |
| Access to job opportunities | Human rights | Socioeconomic conditions (e.g., exposure to concentrated poverty and the stressful conditions that accompany it) |
| Access to resources for daily needs (e.g., safe housing, local food markets) | Justice (e.g., criminal and civil  systems, environmental and  voting) | Transportation options |
| Educational achievement (e.g., quality of education) | Place matters/geographic location (e.g., exposure to crime, violence, social disorder, zip code counts, infrastructure (physical), broadband) |  |

To assist in review, please indicate the type of proposed policy statement submitted (please choose one)

|  |  |  |  |
| --- | --- | --- | --- |
| New submission | Resubmission of a previously submitted proposed policy statement that was not adopted by the Governing Council. Please note the previous title (if different) and year submitted | Update to an active  APHA policy statement.  Please note if the active statement is [scheduled for archiving](https://www.apha.org/policies-and-advocacy/public-health-policy-statements/policy-statement-archiving) in two years of less. | Update to an archived APHA policy statement |