1. **Policy**: To manage the ACNN Child Neurology Encounter Guides publishing, copyrighting, order fulfillment, marketing, related expenses (pre and post-publication), and derived revenues (royalties) in a legally, fiscally and ethically responsible manner and to provide ACNN and CNS with an accurate documentation of all related expenditures, generated revenue (royalties), and distribution of revenue (royalties).

2. **Procedure**:
   2.1 The Child Neurology Encounter Guides Project will be managed under the direction of the ACNN Executive Board.
   2.1.1 The ACNN Director for Clinical Practice or delegate will be assigned responsibility for managing the Child Neurology Encounter Guide Project.
   2.1.2 All policy decisions related to the Child Neurology Encounter Guide Project must be approved by the ACNN Executive Board and Julie Sprague-McRae, the lead author, or if she is unavailable by Ruth Rosenblum followed by Leslie Morrison.
   2.1.3 All future revisions of the Child Neurology Encounter Guides or Child Neurology Encounter Pocket Guides must be in accordance with the legal agreement between ACNN and the three authors, Julie Sprague-McRae, Ruth Rosenblum, and Leslie Morrison dated 5/13/2009 and 5/11/2014 (original copies are with CNS, and copies are with the authors, ACNN secretary and President).

2.2 ACNN will own the Copyright to the Child Neurology Encounter Guides and the Child Neurology Encounter Pocket Guides.
   2.2.1 The authors, Julie Sprague-McRae, Ruth Rosenblum and Leslie Morrison assigned and transferred their rights in the publications under the Copyright Act (Title 17, U.S. Code), including their right to register the copyright of the publications to ACNN under the terms and conditions set for in their legal agreement with ACNN on 5/13/2009 and 5/11/2014.
   2.2.2 Julie Sprague-McRae, the lead author, will be the contact for future communications with the U.S. Government Copyright Office. If she is unavailable then it will be Ruth Rosenblum followed by Leslie Morrison then the current ACNN President.
2.3 ACNN will contract with Dog Ear Publishing (www.dogearpublishing.net) to publish the Child Neurology Encounter Guides and the Child Neurology Encounter Pocket Guides and to maintain the order fulfillment program “Open for Business Shopping Cart.”

2.3.1 The ACNN Director for Clinical Practice or delegate will be responsible for interfacing with Dog Ear Publishing regarding all publishing or order fulfillment related issues, recurring expenses, and collection of royalties. These will be outlined in the Child Neurology Encounter Guide Project Guidelines.

2.3.2 The ACNN Director for Clinical Practice or delegate will notify the ACNN treasurer and/or CNS management delegate regarding payments due to Dog Ear Publishing for ongoing expenses related to The ACNN Dog Ear Publishing “Open for Business Shopping Cart.”

2.3.3 The ACNN treasurer and/or CNS management delegate will be responsible for issuing payments to Dog Ear Publishing within their required payment window.

2.3.4 The ACNN treasurer and/or CNS management delegate will coordinate reimbursing any ACNN Board or Committee member who has purchased the Child Neurology Encounter Guides or the Child Neurology Encounter Pocket Guides in relation to an ACNN affiliated project and upon direction of the board.

2.3.5 Dog Ear Publishing will issue royalty checks related to the sale of the Child Neurology Encounter Guides or the Child Neurology Encounter Pocket Guides to ACNN and mail them to ACNN c/o of the Child Neurology Society, 1000 W. County Road E, Suite 290, Saint Paul, Minnesota 55126.

2.3.6 The Child Neurology Society will be responsible for depositing royalty checks, maintaining copies of the royalty checks and forwarding copies of the royalty checks to the ACNN treasurer, ACNN accountant and CNTEG project manager (Director of Clinical Practice, Clinical Practice Committee Chair or designated Clinical Practice Committee member).

2.3.7 The ACNN treasurer, CNS management delegate and ACNN accountant will be responsible for keeping a database of revenues from the royalty checks and ensuring that ACNN is in compliance with tax regulations and codes.

2.4 Distribution of revenue derived from the sale of the Child Neurology Encounter Guides and the Child Neurology Encounter Pocket Guides (royalties) will be in accordance with the priority plan outlined by the ACNN 2007-2009 Executive Board.

2.4.1 Provide compensation to Kennedy & Olson Advertising Agency for proto-type development costs (satisfied 9/2009).

2.4.2 Cover ACNN post-publishing and recurring expenses related to marketing, and maintaining the Dog Ear Publishing order
fulfillment “Open for Business Shopping Cart” for the Child Neurology Encounter Guides and the Child Neurology Encounter Pocket Guides.

2.4.3 Funding of ACNN Education Travel Awards for speakers and nurses attending the annual conference

2.4.3.1 The ACNN Education Travel Awards will be distributed in accordance with ACNN’s established CNS Education Travel Award Policies and Procedures, Guidelines and Terms of Reference.

3. **Documentation and Reporting:**

3.1 The ACNN President, Director of Clinical Practice, Secretary, and the CNS office will maintain copies of all legal agreements related to the Child Neurology Encounter Guides and Child Neurology Encounter Pocket Guides.

3.1.1 Assignment and transfer of copyright of the publications by the authors, Julie Sprague-McRae, Ruth Rosenblum and Leslie Morrison to the ACCN dated May 13, 2009 and 5/11/2014.

3.1.2 The legal agreement between ACNN and the three authors, Julie Sprague-McRae, Ruth Rosenblum, and Leslie Morrison dated May 13, 2009 and 5/11/2014 regarding future revisions of the Child Neurology Encounter Guides or Child Neurology Encounter Pocket Guides.


3.1.4 Copyright Registration with the U.S. Government Copyright office for the Child Neurology Telephone Encounter Guides and Child Neurology Telephone Encounter Pocket Guides.

3.2 The ACNN Director for Clinical Practice or delegate and the ACNN treasurer, CNS management delegate and accountant will both maintain an accounting of all expenses related to publishing, copyrighting, order fulfillment, marketing, related expenses (pre and post-publication), derived revenues (royalties), and disbursement of funds for Kennedy & Olson compensation (proto-type development costs, satisfied 9/2009), ACNN related expenses and Education and Travel Awards.

3.2.1 The ACNN Director for Clinical Practice or delegate will submit to the ACNN treasurer and CNS management delegate all Child Neurology Encounter Guide project related invoices, and receipts.

3.2.2 The ACNN treasurer and CNS management delegate will keep the ACNN accountant, ACNN Director for Clinical Practice and project management delegate updated regarding the disbursement of funds related to the project.

3.3 The ACNN treasurer and accountant’s books will be available for review by the ACNN Executive Board and/or designated reviewers (accountants, CNS Executive Director or others upon request of the Board) at all times.
3.4 The ACNN treasurer, accountant and/or CNS management delegate will prepare an end of year report regarding expenditures related to the Child Neurology Encounter Guide Project, revenue collected (royalties), projection of future yearly expenses, and funds available to fund ACNN Educational and Travel Awards for nurses and speakers attending the annual conference. This will be presented to the ACNN Executive Board and made available to the CNS Executive Director and authors Julie Sprague-McRae, Ruth Rosenblum and Leslie Morrison upon request.