



Version No.	Version 1.0
Last Revised	25 March 2025
Effective Date	25 March 2025
Responsible Person	The Board

CHECKLIST FOR THE APPROVAL OF PUBLIC MATERIALS

1	Content Accuracy & Relevance	Tick (once complete)
	<ul style="list-style-type: none"> Information aligns with CRSF's mission, values, and goals 	<input type="checkbox"/>
	<ul style="list-style-type: none"> Facts, statistics, and claims are verified with reliable sources 	<input type="checkbox"/>
	<ul style="list-style-type: none"> Language is clear, simple, and appropriate for the target audience 	<input type="checkbox"/>
	<ul style="list-style-type: none"> Content is culturally sensitive and respectful of Cambodian rural communities 	<input type="checkbox"/>
2	Branding & Design Consistency	Tick (once complete)
	<ul style="list-style-type: none"> CRSF's official logo and colors are used correctly 	<input type="checkbox"/>
	<ul style="list-style-type: none"> CRSF's official logo and colors are used correctly 	<input type="checkbox"/>
	<ul style="list-style-type: none"> Formatting and fonts align with CRSF's brand guidelines 	<input type="checkbox"/>
	<ul style="list-style-type: none"> Images and graphics are high-quality and relevant to the message 	<input type="checkbox"/>
	<ul style="list-style-type: none"> No unauthorized modifications to official CRSF branding elements 	<input type="checkbox"/>
3	Legal & Ethical Compliance	Tick (once complete)
	<ul style="list-style-type: none"> Privacy and confidentiality of students, staff, and donors are maintained 	<input type="checkbox"/>
	<ul style="list-style-type: none"> No unauthorized use of copyrighted materials, photos, or intellectual property 	<input type="checkbox"/>
	<ul style="list-style-type: none"> Proper credits and attributions are included where necessary 	<input type="checkbox"/>
4	Language & Messaging	Tick (once complete)
	<ul style="list-style-type: none"> Tone is positive, empowering, and aligns with CRSF's core message 	<input type="checkbox"/>
	<ul style="list-style-type: none"> No misleading, exaggerated, or unverifiable claims 	<input type="checkbox"/>
	<ul style="list-style-type: none"> Proper spelling, grammar, and punctuation checked 	<input type="checkbox"/>
	<ul style="list-style-type: none"> Messages are free from political, religious, or controversial biases 	<input type="checkbox"/>
5	Image & Media Approval	Tick (once complete)
	<ul style="list-style-type: none"> Consent obtained for any images featuring individuals, especially students 	<input type="checkbox"/>
	<ul style="list-style-type: none"> Photos and videos are appropriate, respectful, and align with CRSF's values 	<input type="checkbox"/>
	<ul style="list-style-type: none"> No sensitive or private information is visible in images 	<input type="checkbox"/>
	<ul style="list-style-type: none"> Videos are properly edited 	<input type="checkbox"/>
6	Review & Approval Process	Tick (once complete)
	<ul style="list-style-type: none"> First draft reviewed by the content creation team 	<input type="checkbox"/>

	• Internal review by CRSF leadership or designated personnel	<input type="checkbox"/>
	• Feedback incorporated and final edits made	<input type="checkbox"/>
	• Final approval granted by the designated authority	<input type="checkbox"/>
7	Distribution & Monitoring	Tick (once complete)
	• Approved materials are shared only through authorized CRSF channels	<input type="checkbox"/>
	• Public response and engagement are monitored for feedback	<input type="checkbox"/>
	• Corrections or updates are made promptly if errors are found	<input type="checkbox"/>

Title of Publication:	
Requested by:	
Approved by:	
Date:	