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Community Calendar Review Process

Western Slope Veterans Community Calendar

The Steadfast Valor Foundation

Purpose:

The review process is established to ensure that all events included in the Western Slope Veterans Community Calendar meet consistent standards of relevance, credibility, and community value.

This process exists to protect the integrity of the calendar and to ensure that it remains a trusted, reliable resource for veterans, their families, and the broader community. By applying a structured and consistent review, the calendar reflects meaningful opportunities that support, recognize, and engage the veteran community across the Western Slope.

The review process also ensures that all submissions are evaluated fairly and in alignment with the Community Veterans Calendar Guidelines established by The Steadfast Valor Foundation.

Review Structure

All submitted events are reviewed prior to publication:

Step 1: Initial Review

A designated reviewer conducts an initial evaluation of the submitted event to confirm that sufficient and accurate information has been provided and that the submission is appropriate for review.

Submissions that are incomplete or clearly outside the scope of the calendar may be declined at this stage.



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Step 2: Evaluation Against Established Guidelines

Each submission is evaluated in alignment with the Community Veterans Calendar Guidelines established by The Steadfast Valor Foundation, which serve as the governing standard for inclusion. These guidelines serve as the standard for determining whether an event is appropriate for inclusion and include consideration of:

- Relevance to the veteran community
- Credibility of the organizing source
- Clarity and purpose of the event
- Alignment with the calendar's non-political standard
- Community-focused intent (not primarily promotional)
- Accuracy and completeness of submitted information
- Geographic relevance to the Western Slope

Reviewers utilize the submitted event scoring sheet to ensure evaluations are consistent, fair, and aligned with these standards.

Final determinations are made based on overall alignment with these guidelines.

Step 3: Determination

Following evaluation, the submission will be categorized as one of the following:

- Approved – The event meets established standards and is eligible for publication
- Returned for Clarification – Additional information is required prior to a final decision
- Declined – The event does not meet the required criteria for inclusion



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Step 4: Secondary Review (If Needed):

Submissions that are unclear, borderline, or raise specific concerns may be referred for an additional review prior to final determination. This step is used selectively and is not required for all submissions.

Step 5: Publication:

Approved events are added to the calendar. Minor edits may be made for clarity, formatting, or consistency, without altering the intent of the submission.

Authority & Discretion:

The Steadfast Valor Foundation retains the authority to approve, decline, or remove events at its discretion to maintain the integrity and purpose of the calendar.

Ongoing Oversight:

Approved events may be reviewed and removed if:

- Information becomes inaccurate or outdated
- New information raises concerns regarding alignment with guidelines
- The event no longer meets the standards of the calendar

Final Note:

This review process is designed to ensure consistency, fairness, and accountability in how events are evaluated.

The goal is not to limit participation, but to ensure that the calendar remains a reliable and meaningful resource for the veteran community.