# Name of Policy

1. **POLICY STATEMENT/PURPOSE**

Provide a policy statement.

1. **HISTORY/BACKGROUND**

Describe the history or background.

1. **DEFINITION(S)**
   1. **First Word/Phrase**: Define it.
   2. **Second Word/Phrase**: Define it.
   3. **Third Word/Phrase**: Define it.
2. **SCOPE/KEY STAKEHOLDERS**

Describe who the policy applies to.

1. **POLICY ITEMS**
   1. Information
      1. Sub Bullet
         1. Sub Bullet
            1. Sub Bullet
   2. Information
      1. Sub Bullet
   3. Information
2. **RESONSIBILITY FOR IMPLEMENTATION**

List who is responsible for implementing the policy.

1. **RELATED DOCUMENTS**

List forms, handbooks, etc. that are connected to this policy.

1. **NEXT REVIEW DATE**

Specific date, or annual, bi-annual, etc.

1. **POLICY AUTHOR/CONTACT**

Title of Author or name of committee, etc.

1. **REFERENCES**

Include if applicable.

1. **VERSION CONTROL AND CHANGE HISTORY**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Version | Approved by | Date  Approved | Date  Effective | Amendment Information |
| 1 | President’s Council | ##/##/## | ##/##/## |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |