



W.E.G.C. POLICY REQUEST FORM

Creation, Amendment, Appendment Policies & Procedures

Save and email filled-out form request to ***policy@wegc.org*** -at least 14 days prior to bod consideration This will then be distributed to all Board Members, Policy & Procedure Committee members for review and input.

DATE

ADDENDUM
AMENDMENT
NEW

WHO

1. SPONSOR(S) OF THIS-
2. PERSON(S) AFFECTED BY THIS-

WHAT

1. SPECIFICS AND GOALS-

WHERE

1. AREAS AFFECTED (GEOGRAHY & OTHER)-

WHEN

1. DATE(S) AFFECTIVE-

WHY

1. PURPOSE / JUSTIFICATION-

HOW

1. STEPS NEEDED TO COMPLETE AND MAINTAIN-

COMMENTS & additional INPUT INCLUDING those reviewing this document:

Suggested POLICY language

References from minutes, existing policies, meeting muiutes, discussions HISTORY-REFERENCES