



POLICY TEMPLATE

A separate "Policy Approval/Review Form" must be included with any policy submissions to Cabinet.

Policy Name:				
Responsible Cabinet Member:		New		
Responsible Office:		Amendment/Revision		
Contact:		Review Only		

1. **Policy Statement**

2. **Reason for Policy**

3. **Who Should Read this Policy**

4. **Resources**

5. **Definitions**

6. **The Policy (or “See Attached”)**