Please update the header with the Policy / Procedure Name and the created date.

The Last update date will auto-update when you save the document so please save the document before printing.

It is a good idea to observe a common file naming convention so we can easily keep track of versions. Please name your file:

Last two digits of year, month, day

Policy Name YYMMDD

We generally include:

**Purpose**

To give a brief overview, purpose, and goal of the policy or procedure

And…

**Policy** or **Procedure**

As a matter of style, short paragraphs and bullet points are good for quick reference

Numbered lists work well when there is an ordered process to be followed

The header only appears on odd pages, our mission and vision appear in the footer of alternate pages.

**Simply highlight and delete all this and you’re ready to go!**

**When your policy / procedure is complete and approved, please send to our Webmaster for posting to our website**