



POLICY DEVELOPMENT/CHANGE FORM

Requests may be made to SGRA for development of new policies or changes to existing ones. Please fill in the following information as detailed as possible for submission.

Name: _____

Position within SGRA (If applicable): _____

Phone #: _____ Email: _____

REQUEST FOR:

NEW POLICY

CHANGE TO EXISTING POLICY

POLICY NAME (Indicate either existing policy name or proposed policy name):

PURPOSE (Indicated purpose for proposed policy, or any changes to purpose of an existing policy):

APPLICABILITY/SCOPE (Please define all the individuals to which the policy will apply or changes to existing):

DEFINITIONS (Please clarify any terms used in new policy or changes/additions/deletions to existing):

PRINCIPLES (Please identify values and beliefs for new policy or changes in principles for existing policy):

REQUIREMENTS (Please define requirements for new or changes to existing policy such as timelines, guidelines, procedures, and/or compliance and consequences):

Please submit this form to president@sprucegroveringette.com for new policy considerations or change requests to existing policy.