



Origination N/A
Last Approved N/A
Effective N/A
Last Revised N/A
Next Review N/A

Owner Wyatt Brannock
Area SAMPLE AREA

Blank Policy 1.11

PURPOSE

The Purpose section is used to implement the purpose that the policy serves, as well as the values it relates to. For example (taken from Alcohol on Campus, 10.02): "In line with the Yavapai College value of integrity, this operational policy outlines the conditions under which alcohol may be served at Yavapai College facilities. Alcohol will always be served in compliance with applicable local ordinances, Arizona Statutes, and federal law."

POLICY APPLICATION

The Policy Application section is used to define the individuals who will be affected by this body, (IE: Students, Staff, Faculty, Etc.) For example (taken from Alcohol on Campus, 10.02): "This policy applies to all individuals planning, supervising planning, and/or approving college events or educational programs which include alcohol consumption."

OPERATIONAL POLICY

Leading statement if needed

A. Policy Section Name.

indented text in paragraph format or

1. Subsection Name. (if needed and indented)

text

2. Subsection Name. (if needed and indented)

text

B. Policy Section Name.

indented text in paragraph format or

1. **Subsection Name.** (if needed and indented)

text

2. **Subsection Name.** (if needed and indented)

text

DEFINITIONS

Definition: name of word indented and bold: followed by regular text indented

Definition: name of word indented and bold: followed by regular text indented

RELATED PROCEDURES

Procedure X.XX-1: Procedure Name (as a hyperlink)

Procedure X.XX-2: Procedure Name (as a hyperlink)

RELATED POLICIES

Name of Policy, Number (as a hyperlink)

RELATED INFORMATION

Name of Website (as a hyperlink)

Name of Form (as a hyperlink)

POLICY HISTORY

Add next action to the list ie: Revised X/X/XXXX (date); Adopted X/XX/XXXX; Procedures removed from Policy X.XX: Name of Policy

Approval Signatures

Step Description

Approver

Date