OUTLINE TO COMPLETE WRITTEN DESCRIPTION OF ALL COMMITTEE PROCEDURES

COMMITTEE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PURPOSE OF COMMITTEE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

GOALS – Steps to accommodate goals - be specific.

FORMS USED – Include copy of form(s). State purpose and use of forms.

DISTRIBUTION OF COMMITTEE’S PRODUCTION – Schedules (when applicable).

EQUIPMENT, SUPPLIES USED – Where are supplies and/or equipment obtained?

DATE COMPLETED

2/2018