**POLICY SUBMISSION CHECKLIST**

This form and the following documentation must accompany all new/updated policies.

One-Page Summary Form

Agenda from each council/committee showing the policy up for discussion

Documentation of council/committee approval.

Documentation the appropriate Vice President has reviewed and approved the revised policy

Written approval from General Counsel (Gaylan Towle, cc: Brandee Hancock).

Tracked Changes version of the policy (if policy is not new)

Clean version of the policy