**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