



Policy Development Worksheet

Organization: _____

Description	
Policy name	Clear name. Could include a policy number.
Purpose/ Introduction	Concise statement
Definitions	Acronyms, jargon. List them without definitions for the purposes of this exercise.
Policy/ Guideline	Text
Procedure (optional)	
References	Other related materials

Review Process:

Draft or version		Date Approved:	
Author or Committee		Applies to (e.g. Board, staff, volunteers)	
Approved By:		Next Review Date:	