

PRELIMINARY DEVELOPMENT OF POLICIES

1. Topic: \_\_\_\_\_
2. Why policy is needed: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
3. Controlling Factors: State laws related to topic, budget limitations, etc.  
\_\_\_\_\_  
\_\_\_\_\_
4. Key points to be covered in policy:
  - A. \_\_\_\_\_
  - B. \_\_\_\_\_
  - C. \_\_\_\_\_
  - D. \_\_\_\_\_
  - E. \_\_\_\_\_
  - F. \_\_\_\_\_
  - G. \_\_\_\_\_
  - H. \_\_\_\_\_
  - I. \_\_\_\_\_
5. Date of: First Reading \_\_\_\_\_ Second Reading \_\_\_\_\_ Adoption \_\_\_\_\_