

COVER SHEET FOR POLICY RECOMMENDATIONS

1. TITLE OF DOCUMENT: _____

2. PROPOSED EFFECTIVE DATE: _____

3. SUMMARY OF PROPOSAL:

If appropriate, attach additional sheets. Include rational for proposal, budgetary and other consequences of proposal, ect.

4. DRAFTING PROCESS:

PRESIDENT _____

GENERAL COUNSEL _____

RELATED ORGANIZATION _____

Attach any relevant documentation regarding the consultation.

5. SUBMISSIONS PROCESS: _____

NEW PROPOSAL: _____

REVISION: _____

6. SUBMITTED BY: _____

TITLE: _____

7. APPROVAL PROCESS:

Signature

Date

Vice President: _____

LOYNO Policies & Procedures: _____

General Counsel _____

Per General Counsel Review: _____

President: _____