**[INSERT POLICY TITLE]**

**Purpose**

*One to three sentences that clearly describe the rationale for the policy, including legal or regulatory requirements that the policy aims to address.*

**Scope**

*Identify the members of the Saint Vincent community who will be affected by the policy, such as: (i) All members of the Saint Vincent community, (ii) All deans, directors, and department heads, or (iii) All drivers of college vehicles.*

**Policy Record**

1. Effective Date: INSERT DATE
2. Approval: INSERT NAME OF APPROVER
3. Policy History: INSERT PRIOR HISTORY
4. Policy Owner: INSERT POLICY OWNER NAME (USE OFFICE, NOT INDIVIDUAL)

**Policy**

*This section describes the details of the policy.*

*The policy should state the general rule or guideline that sets out the goal and provides a framework for decision making.*

*Identify any document retention requirements.*

*Procedures and processes should be set out as appendices to the policy. If the policy owner makes the decision to include it as part of the policy, use the section below.*

**Procedures/Process**

*This section should be used by the policy oner when the policy owner decides to include the procedures and processes with the policy. It is recommended that the procedures and processes be set forth as separate appendices; however, in some cases including it as part of the policy is warranted.*

*A procedure is a set of step-by-step instructions that explains how to put a policy into action. Procedures outline who is responsible for a task, what steps to take, and what forms or documents to use. Procedures can be presented as bullet points, instructions, checklists, flowcharts, or forms.*

**Definitions**

*This section sets out any definitions that go beyond the ordinarily understood meaning of a word or phrase. Define subjective terminology or acronyms used in the policy.*

**Appendices**

 Appendix A – INSERT APPENDIX NAME