**POLICY TEMPLATE**

**ORGANIZATION ABC**

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| **POLICY AREA:** *Eg. Finance* | **EFFECTIVE DATE:** *When is this policy effective?* |
| **POLICY NAME OR TITLE:** *Eg. Signing Authority* | **APPROVED DATE:** *When was the policy approved by the Board?* |
| **POLICY CATEGORY/ NUMBER:** *If you are using a numbering system to organize your policies* | **REVIEW DATE:** *When will the policy be reviewed?* |
|  | **REVISED DATE:** *If revised, on what date was the revision approved?* |

1. **BACKGROUND** – *Explains why the policy needs to be created or what led to the creation of the policy. This will be helpful when the policy is reviewed to ensure it still is relevant.*
2. **POLICY STATEMENT** – *Simple statement summarizing the policy*
3. **DEFINITIONS** – *Define any terms used that may be unfamiliar to the reader (keep in mind that new staff or volunteers will read this policy)*
4. **PROCEDURES** – *List the steps to implement the policy (or you may choose to do this with photos if that is more practical)*
5. **REFERENCE DOCUMENTS** – *Cross-reference other policies or documents that might provide additional information*