

RVUUF Board Action Request Form

If needed, this form is to be used for action items that are referred to the Board for consideration of approval. Please see Board Policy P_105 for additional information and for preferred procedure (e-mail to President).

Name of Person submitting action	Preferred Phone #	Date Prepared

Name of Committee Recommending Action	Action Item #	Board Action Item
Signature of Board – Committee Liaison Person		

Please write a brief description of the action being recommended to the Board:

Provide any background information that might help the Board to take action on this proposal.

Describe the benefits to the Fellowship if the recommended action is approved by the Board. If you believe that the proposal will result in the generation of revenues for the Fellowship, please recommend how these might be used. Note any restrictions that you believe should be placed on the use of funds generated:

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If there is any one-time or ongoing cost (or cost saving) associated with this request, confer with the Finance Committee prior to bringing it to the Board. Costs discussed should be complete (e.g. staff costs that include not only salary, but also the cost of associated benefits), and an appropriate account should be identified. If the requested action is to undertake a study, change a policy or procedure, or conduct any other activity that does not have any costs associated with it, this section should be left blank.

Are there any alternatives to the recommended action the Board should consider?

For additional information on this proposal the board may contact _____

What other Fellowship Committees would be affected by this proposal? Have these committees been consulted? What was their response?

Please provide any other information that you believe would be useful to the Board when they consider this proposal.