REVISION HISTORY

New document.

BACKGROUND/PURPOSE

Many individuals within UUCWC prepare documents. These documents are reviewed by subcommittees, committees, and the Board of Trustees — any of which may make revisions during the approval process. All too often, the question is asked: *Do I have the current version of the document?*

The purpose of DOCUMENT CREATION AND APPROVAL is to reassure the user that he or she is working with the most current document, and to create ease of use by standardizing the appearance of our internal documents.

POLICY

All Policy and Procedure documents presented to the Board of Trustees for the Board's review and approval should contain certain key elements, as defined in this document.

Before the Board can approve a document, the committee that prepares the document must approve it. The name of that committee and the date of approval by that committee should be recorded in the text of the document.

GUIDELINES

TEXT
All text documents should have a .doc format. The recommended font is Georgia, font size 11. Use margins of 1.5" on the top and 1.0"on the bottom and 1.0" on the left and on the right hand side. The margins for the header and footer of the document should be 0.5". Major sections within the document should be outlined in bold type.

For users of most documents, it would be beneficial if the document began with background information. When major changes in a document are made, the reason for the change should be noted in the revision history. The file should be saved using the document name as the file name. For example, this document is named DOCUMENT CREATION AND APPROVAL 1.0.doc. If a document is a draft version, the word "DRAFT" should be included in the file name.

HEADER & FOOTER
The header of the document should include the block that contains the name and logo of the Unitarian Universalist Church at Washington Crossing. This block appears at the top of this document and is also in place on the document template. The document title and the name of the Committee or Task Force that prepared the document should be added below the church name and logo. When working from the document creation template, these elements should be placed where "Document Creation and Approval Template" and "UUCWC Board of Trustees" appear now.

The footer of the document should contain the following information:

File Name   Date prepared or modified   Number of pages
Version of the document: draft 1.0, 1.1, etc., or version 1.0, 1.1, etc.

See Appendix A for an example of the general appearance of a document and the information that should be in the header and footer of the document.

PROCEDURE

The Board of Trustees should approve Policy and Procedure documents. When the Board of Trustees approves a document, this will be noted in the footnote, along with the date of approval. At this time, the date prepared or modified should be changed to the approval date of the document. The approval of the document will be recorded in the meeting minutes of the Board of Trustees.

All approved documents will be forwarded to the Office Manager by the Secretary of the Board and will be added to UUCWC's Policy and Procedure Manual.

A template for the creation of new documents will be posted on the UUCWC website.

Document prepared by: Jerry Scheick

REVISION HISTORY

New document.

BACKGROUND/PURPOSE

POLICY

GUIDELINES

PROCEDURE

Document prepared by: