Name: Name

Category: Category

Subject: Subject

Owner: Owner

Related Procedures: Related Procedures (or N/A)

Related Forms: Related Forms (or N/A)

I. SCOPE

Scope

II. POLICY STATEMENT

Policy Statement

III. POLICY

Policy Statement

IV. EFFECTIVE DATE(S)

This policy is effective (April 10, 2018)

V. FREQUENCY OF REVIEW AND UPDATE

This policy will be reviewed and updated annually.

VI. SIGNATURE AND DATE OF APPROVAL

Approved by the board of trustees on April 10, 2018 (if needed)

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Mark T. Brainard, President Date