**AHVAP Policy Formatting Guidelines**

**Purpose**The purpose of the AHVAP Policy formatting guidelines is to provide criteria for consistency in formatting policies.

1. **Policy title (Bold Arial 12 font), i.e, Confidentiality Policy**
2. **Purpose Header(Arial Bold 11 font)**The purpose statement describes what this policy addresses and why (Arial plain text 11 font).
	1. Major paragraph or statement (Arial plain 11 font)
		* Sub-bullet information related to statement A.
		* Further sub-bullets related to information in #1 above.
		* Etc.
	2. Major paragraph or statement (Arial plain 11 font)
		* Sub-bullet information related to statement A.
		* Further sub-bullets related to information in #2 above.
3. **Annual Review**
	1. The Board Secretary is responsible to review all policies annually. Completion of the review will be recorded in the Board meeting minutes.
	2. Recommendation(s) for action(revisions, additions or deletions) will be presented as an agenda item at the second Board meeting annually.
4. **Revision/Review Approval Date**

Record the dates (MM/YYYY) of the annual Board review and/or Board review and
 approval of policy revisions. This date correlates with the month of the Board meeting
 when the policy review or revision was approved by the Board. The Board meeting
 minutes include any discussion that may have occurred regarding the policy.

1. **Date approved by AHVAP Board of Directors**Record the date (MM/YYYY) the policy was originally presented to the Board for approval.

Any discussion and record of the approval will be included in the Board meeting minutes referenced for this date.

03/2021 (MM/YYYY)

Revision/Review Approval Date

10/2016 (MM/YYYY)

Date approved by AHVAP Board of Directors