

Policies and Procedures Format

Terminology

Wrap text: Standard word processing configuration—the lines automatically wrap around

Flush: lined up with

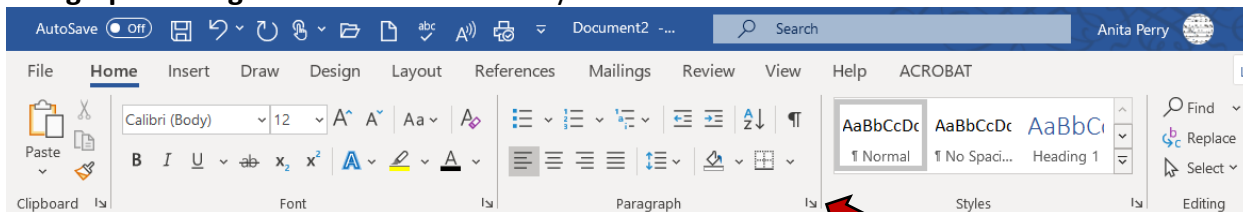
Tab: use the Tab key. Do not use the spacebar to line text up.



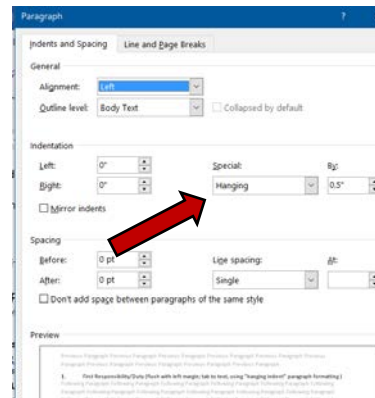
Enter/Return:



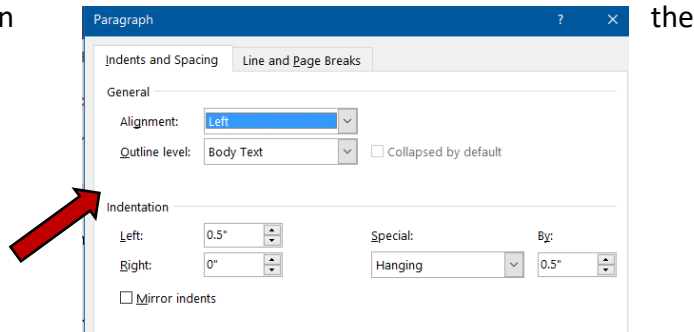
Paragraph Settings: On the Ribbon above your text:



Hanging Indent: This allows numbered paragraphs to wrap automatically, keeping text beneath text. In MS word it can be found in the “Paragraph Settings” on the Home tab.



Indentation Formatting: Can be found in “Paragraph Settings” on the Home tab



POLICIES AND PROCEDURES TEMPLATE

Please Note: you are not required to put information in all the sub-paragraphs. If your portfolio requires only a list of "Responsibility/Duty" and doesn't require further description, go to the next numbered paragraph. See page 3 for a blank form.

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Font: Calibri 12 point

NAME OF COMMITTEE *(All Caps, Bold, flush with left margin Calibri 13 point)*

DESCRIPTION OF POSITION *(i.e., the Awards Chair is responsible for administering all awards, etc.)
(flush with left margin, Calibri 12 point)*

1. First Responsibility/Duty *(flush with left margin; tab to text, using "hanging indent" paragraph formatting, Calibri 12 point)*
(1 return/enter for space)
 - a. subset responsibility--further description *(flush with text above using 0.5 "indentation formatting"; tab to text, using "hanging indent" paragraph formatting)*
(1 return/enter for space)
 - i. further description of responsibility including examples or details *(flush with text above using 1.0 "indentation formatting"; tab to text, using "hanging indent" paragraph formatting)*
(1 return/enter for space)
 - 1) further elaboration of example or detail *(flush with text above using 1.5 "indentation formatting"; tab to text, using "hanging indent" paragraph formatting)*
(1 return/enter for space)
 - a) further elaboration of example or detail *(flush with text above using 2.0 "indentation formatting"; tab to text, using "hanging indent" paragraph formatting)*
(1 return/enter for space)
 - lists in no particular order (i.e. piano competition awards) *(flush with text above)*
2. Second Responsibility/Duty *(flush with left margin; tab to text, using "hanging indent" paragraph formatting)*

NAME OF COMMITTEE

DESCRIPTION OF POSITION

1.

a.

i.

1)

a)

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2.

a.

i.

1)

a)

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3.

a.

i.

1)

a)

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