**Programming Committee**

**Review Request Form**

**Overview**

The Board of Director’s Programming Committee (PC) is a conduit to program volunteers in all positions (i.e., coaches, Management Team members, Games Organizing Committee members, etc.) to bring requests for changes of policies, procedures, etc. to the full Board or staff for review and possible approval. Items that can be submitted for review include but not limited to; local program policies, competition operations, etc. Examples of topics outside the scope of the PC and therefore would not be reviewed include; sports rules changes, personnel matters, etc.

The PC will review all requests in advance of the scheduled Board meeting. The review outcome will be:

1. Goes to Board with recommendation from PC
2. Needs further investigation
	1. If further investigation is needed, this will be conducted during the three weeks prior to Board meeting
3. Outside the scope of PC and will be returned or routed to the appropriate authority

The requestor will be notified of all outcomes

**Instructions**

***Please complete form and return to Nicole Slater:*** ***nslater@specialolympicspa.org*** ***or fax to (610) 630-9456***

* A copy of this form can also be found on our website at http://www.specialolympicspa.org/top-forms
* Review Requests will be submitted one month before regularly scheduled Board meetings

**2014 Submission Deadlines**

February 22, 2014

May 7, 2014

August 6, 2014

October 8, 2014

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| --- | --- | --- | --- |
| Requestor Name |       | Program |       |
| Day Phone # |       | Evening Phone # |       |
| Date of Submission |       | Type of Review Request |       |
|  |  |  |  |
| Review Request Details |       |

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| **PC Process Verification – PC Committee USE ONLY** |
| RR received date |       |
| RR PC distribution date |       |
| RR review date |       |
| Outcome(s) |       |