

## Checklist for Submitting Board Items to the President's Office

<b>Memo:</b> Board Recommendation Memo created in Microsoft Word
<b>Memo:</b> All Margins 1"
<b>Memo:</b> Font is Times Roman, 12 points
<b>Memo:</b> Paragraphs are Unjustified
<b>Memo:</b> Date on Board Recommendation Memo is same as Board Date
<b>Memo:</b> Reference to LPC in Subject line is: Chabot-Las Positas Community College District, Las Positas College
<b>Memo:</b> Reference to LPC in Background is: Chabot-Las Positas Community College District, Las Positas College
<b>Memo:</b> Reference to LPC in Recommended Action is: Chabot-Las Positas Community College District, Las Positas College
<b>Memo:</b> Final sentence in Recommended Action is <i>"It is further recommended that the Board authorize the Vice Chancellor of Business Services to execute the agreement on behalf of the District."</i>
<b>Memo:</b> Indicate Funding Source if applicable. Example: "Financial Aid Technology Funds" or "Mental Health Services Grant."
<b>Memo:</b> Double space between Date and Agenda Item
<b>Memo:</b> Single space between Agenda Item and Subject
<b>Memo:</b> Double space between Subject and Background
<b>Memo:</b> Single Space between Background and Recommended Action
<b>Memo:</b> Wording for approval in the Subject is the same as wording for approval in the Recommended Action
<b>Memo:</b> Acronyms may be used only after writing the entire word. Example: TVROCP must be Tri-Valley Regional Occupational Center/Program (TVROCP)
<b>Memo:</b> Dates referenced in the Board Recommendation are identical to the dates in the Agreement or M.O.U
<b>Memo:</b> Monetary amounts listed in the Board Recommendation are identical to the amounts in the Agreement or M.O.U.
<b>Memo:</b> Correct Vice Chancellor's name is listed in the "Submitted by" section
<b>Memo:</b> The "Submitted by" name has the Vice Chancellor's name listed completely (ex. Theresa F. Rowland)
<b>Memo:</b> The "Approved" name has the Chancellor's name listed completely (ex. Ronald P. Gerhard)
Exhibits and/or attachments listed in the Board Recommendation Memo are attached
Board Policy (BP) and Administrative Policy (AP) numbers have been double checked if referenced.
The Board Recommendation Documents have been saved using the following format: LPC + DATE OF BOARD MEETING + NAME OF DOCUMENT (Example: LPC 052119 CVC-OEI Board Recommendation Memo)
All Board Documents are attached (Memo, Agreement/MOU, Post-Board Processing Instructions)
<b>Presentations:</b> a. The District's PowerPoint Template was used b. The Presentation does not exceed 10 minutes c. Needed technology for the presentation and complete name(s) and title(s) of the presenter(s) have been communicated to the President's Office

### **CHECKLIST SIGN-OFF:**

Requester: \_\_\_\_\_ Dean's Office: \_\_\_\_\_ VPAS/VPSS Office: \_\_\_\_\_