

Required Checklist for Board Recommendation Memo

	Board Recommendation Memo created in Microsoft Word
	All Margins 1"
	Font is Times Roman, 12 points
	Paragraphs are Justified
	Date on Board Recommendation Memo is same as Board Date
	Reference to LPC in Subject line is: Chabot-Las Positas Community College District, Las Positas College
	Reference to LPC in Background is: Chabot-Las Positas Community College District, Las Positas College
	Reference to LPC in Recommended Action is: Chabot-Las Positas Community College District, Las Positas College
	Final sentence in Recommended Action is <i>"It is further recommended that the Board authorize the Vice Chancellor (indicate area here, such as Business Services), to approve the agreement on behalf of the District."</i>
	Double space between Date and Agenda Item
	Single space between Agenda Item and Subject
	Double space between Subject and Background
	Single Space between Background and Recommended Action
	Wording for approval in the Subject is the same as wording for approval in the Recommended Action
	Acronyms can be used only after writing the entire word. Example: TVROCP must be Tri-Valley Regional Occupational Center/Program (TVROCP)
	Dates referenced in the Board Recommendation are identical to the dates in the Agreement or M.O.U
	Monetary amounts referred in the Board Recommendation are identical as the amounts in the Agreement or M.O.U.
	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.
	Correct Vice Chancellor's name is listed in the "Submitted by" section
	The "Submitted by" name has the Vice Chancellor's name listed completely (ex. Ronald P. Gerhard)
	The "Approved" name has the Chancellor's name listed completely (ex. Thomas M. Fallo)
	Save the Board Recommendation Memo using the following format: LPC + DATE OF BOARD MEETING + NAME OF AGREEMENT (Example: LPC 111318 Title V HSI Supplemental Funding Grant Award)

CHECKLIST SIGN-OFF:

Requester: _____ Dean's Admin Assist: _____ Dean: _____ VPAS/VPSS Office: _____