DOCUMENT TITLE	[Insert Document Title Here]
DOCUMENT NUMBER	
NAME OF POLICY THE DOCUMENT SUPPORTS	[Insert name of the Policy Here; hyperlink the web address]
TYPE OF DOCUMENT	[Is the document a guideline, instruction, procedure, appendix, historical document, terms of reference, form, or template? If none of the above, what is it?]
APPROVAL DATE	
REPLACES (IF APPLICABLE)	
LAST UPDATE OR AMENDMENT OR REVIEW DATE	
HOLDER	[Same as the Policy Holder for Policy the Supporting Document is connected to]
RESPONSIBLE OPERATIONAL LEADER	

INSERT DOCUMENT TITLE HERE

PURPOSE AND/OR RATIONALE

[**MANDATORY**; Insert purpose and rationale here. Keep it concise and clear. Use easy-to-understand language]

DEFINITIONS

1. [**DISCRETIONARY**; List and define applicable words that will aid in the understanding of the policy. Define clearly for the reader what is meant by specific terms that may not be commonly understood. This section is *not* intended to define phrases or terminology that would normally be expected to be understood by the general College community. If no terms need definition, write "There are no specific terms that need to be defined to understand this policy."]

DIRECTIVES, REQUIREMENTS, PROCEDURES, STANDARDS, GUIDELINES, FORMS

1. [**DISCRETIONARY**; Update section header as appropriate; If applicable, write the directives, requirements, procedures, guidelines, and/or standards to follow as part of this policy. Be clear and concise.]

RELATED LEGISLATED REFERENCES

- [*DISCRETIONARY*; If applicable, include references and hyperlinks to any federal and/or provincial legislation that the policy responds to; hyperlink web-based items]

LINKS TO RELATED CAMOSUN POLICIES, DOCUMENTS, AND/OR WEBSITES

- [*DISCRETIONARY*; Update section header as appropriate; Separate out sections if there are various related items; list the item; hyperlink web-based items]