

**NNJGS AREA 44 GUIDELINES**  
**SUBMISSION WORKSHEET FOR REVISIONS/UPDATES/NEW GUIDELINES**  
*(Form should be Completed by Owner of Guideline being Updated (Officer, Committee Chair, etc.)*  
**Note: All submissions should be done electronically to the Chair of the P&A Committee**

**GUIDELINE INFORMATION**

Name of Section (Officer/Committee/etc.) \_\_\_\_\_ Section No. \_\_\_\_\_

Submitted by (Name) \_\_\_\_\_ Position \_\_\_\_\_

Update to an Existing Guideline \_\_\_\_\_ New Guideline \_\_\_\_\_

Additional Sections Impacted by Change: None \_\_\_\_ Yes \_\_\_\_ See Below (Consult with P&A if not Sure)

Name of Guide \_\_\_\_\_ Section No. \_\_\_\_\_

**STATUS OF SUBMISSION**

Date Approved by Submitting Officer/Committee \_\_\_\_\_

Date Reviewed by P&A Committee for Format/Other Guideline Section Impact \_\_\_\_\_

Name of P&A Committee Reviewer \_\_\_\_\_ Position \_\_\_\_\_

Date Reviewed and Approved by Other Impacted Guideline(s) Owner \_\_\_\_\_

Name of Additional Guideline Approver \_\_\_\_\_ Position \_\_\_\_\_

Date Reviewed by Area Officers \_\_\_\_\_ Confirmed by \_\_\_\_\_

Date Reviewed by Area Committee \_\_\_\_\_ Approved by ACM (Yes/No) \_\_\_\_\_

Date Reviewed by Assembly (If Policy/Finance/or required by ACM) \_\_\_\_\_ Approved (Yes/No) \_\_\_\_\_

**FORMATTING DETAIL SUBMITTING SECTION**

Date Final Approved Electronic Version Submitted to the P&A Committee Chair \_\_\_\_\_

For Existing Guidelines Update, please indicate if your electronic submission has incorporated the approved updates or if you wish the P&A Committee to assist.

Already Incorporated \_\_\_\_\_ Need P&A Assistance \_\_\_\_\_

**FORMATTING DETAIL ADDITIONAL IMPACTED GUIDELINE**

Date Final Approved Electronic Version Submitted to the P&A Committee Chair \_\_\_\_\_

For Existing Guidelines Update, please indicate if your electronic submission has incorporated the approved updates or if you wish the P&A Committee to assist.

Already Incorporated \_\_\_\_\_ Need P&A Assistance \_\_\_\_\_