

**Report (or Request, or Proposal) to Permanent Board  
From the Ad-hoc Committee on Report Format  
December 25, 2014**

(Header) Please include basic information in the header both for the current reader and anyone who is looking back at this document months or years later.

(Purpose) The Ad-hoc Committee on Report formatting would like to submit a template for report writing to ensure that future reports contain essential information, are clearly laid out for the reader, and will make sense to those not familiar with the background.

(Background) We have from time to time received reports, which were unclear what action was requested, assumed the reader was familiar with some background information, or failed to have clear information in the header,

(Policy) If there is a PB or YM policy which affects this report/request, please name the policy, where it can be found, and a summary of the policy.

(Action) If you are requesting a decision or policy statement from PB, please state it clearly. **Consider putting the heart of the request in Boldface.** If this is just an interim report, that would be stated in (purpose), but at the conclusion of the report you may wish to indicate your expectations of future reports/requests for action.

(Attachments) If you are attaching any supporting materials, please name them.

(Signature) Please identify the writer of the report if it is one person, and the whole group who were involved in discernment. If it is a large, on-going group, the report can be submitted by an individual “on behalf of xxxxx”