

# STANDARD OPERATING PROCEDURE Change Request

All motions to amend Standard Operating Procedures shall first be to the SOP/By-Laws committee.. Please **complete all information to the best of your ability and submit to Standard Operating/By-Laws committee.**

**Please complete the following information regarding the Standard Operating Procedure(s) you are submitting for change:**

Article Number:		Article Title:	
Section Number:		Section Title:	
Sub-Section Letter:		Sub-Section Title:	
Additional Title within Sub-Section (If applicable):			

1. In the space below, please write the SOP **as it currently appears in the** in the Operating Procedure if it is currently there. **use red highlight to indicate the verbiage you would like to change or add:**

2. In the space below please **re-write the entire SOP as it would appear if the change is approved.** **use green highlight to indicate where the proposed new verbiage would appear:** NOT NECESSARY IF STATED ABOVE

3. Please **state in detail**, why you think this SOP should be changed:

4. If this SOP change is approved, **how will it impact the organization?**

5. If this change is approved, will it be necessary to **design any new forms, revise any currently used forms, or additional paperwork** to put this change into place? If so, **have you attached a sample?** Do you have any suggestions for the SOP Committee?

**6. Other comments:**

**7. Change Request Author Information:**

<b>Author:</b>		<b>Phone #:</b>	
<b>Email Address:</b>		<b>NCCC #</b>	
<b>Co-Author (If applicable):</b>		<b>NCCC#</b>	
<b>Region:</b>		<b>Date Submitted:</b>	

**Thank you for completing the above information.** Your request will be reviewed at the next By-laws Committee meeting. A confirmation will be sent to you by the Parliamentarian upon receipt of your Change Request Form.

**SOP Committee Review Process**

<b>Date Request Received for Review:</b>		<b>By-Law Change Request Number issued:</b>	
<b>Date Request Reviewed by By-Laws Committee:</b>		<input type="checkbox"/> <b>Approved</b> <input type="checkbox"/> <b>Rejected</b> <input type="checkbox"/> <b>Further Action Required</b>	<b>If further action required, date Change Request returned to Author:</b>
<b>Comments:</b>			