

Track # \_\_\_\_\_  
 DATE: \_\_\_\_\_  
 Posted: \_\_\_\_\_  
 (Office Use Only)



**POLICY COVER SHEET**

(See *Faculty Staff Handbook 1460* for instructions.)

[7-06]

**Faculty/Staff Handbook [FSH]**  Addition  Revision\*  Deletion\*  Emergency  
 Minor Amendment   
**Chapter & Title:** \_\_\_\_\_

**Administrative Procedures Manual [APM]**  Addition  Revision\*  Deletion\*  Emergency  
 Minor Amendment   
**Chapter & Title:** 40.31 -- Tree Memorial and Recognition Program

All policies must be reviewed, approved and returned by a policy sponsor, with a cover sheet attached to [apm@uidaho.edu](mailto:apm@uidaho.edu) or [fsh@uidaho.edu](mailto:fsh@uidaho.edu) respectively.

\*Note: If revision/deletion request original document from [apm@uidaho.edu](mailto:apm@uidaho.edu) or [fsh@uidaho.edu](mailto:fsh@uidaho.edu), all changes must be made using "track changes."

Double click on box you wish to select and select checked.

**Originator:** Charles M. Zillinger  
 (Please see FSH 1460 C)  
**Telephone & Email:** 885-6633 – charlesz@uidaho.edu

**Policy Sponsor:** (Could be the originator.) Same as above  
**Telephone & Email:** \_\_\_\_\_

- I. **Policy/Procedure Statement:** Briefly explain the purpose of proposed addition, revision, and/or deletion to the Faculty/Staff Handbook or the Administrative Procedures Manual.  
**To make the Tree Memorial Sample Form Correct with the addition of the checkoff list at the bottom that was somehow missed in the first version.**
- II. **Reason/Rationale:** Reason this addition, revision, and/or deletion is necessary, if different than above?
- III. **Fiscal Impact:** What fiscal impact, if any, will this addition, revision, or deletion have?  
**None**
- IV. **Related Policies/Procedures:** Describe other policies or procedures existing that are related or similar to this proposed change.  
**None that I'm aware of.**
- V. **Effective Date:** This policy shall be effective on July 1, or January 1, whichever arrives first after final approval (see FSH 1460 D) unless otherwise specified in the policy.

\_\_\_\_\_  Approve  Disapprove  
 Policy Coordinator

If not a minor amendment forward to: \_\_\_\_\_