



## Associates of Vietnam Veterans of America, Inc.

### POLICY & PROCEDURE CHANGE REQUEST FORM

In filing out this form, you are requesting that the Policy & Procedure Committee write up an official Request for Change to the National Policy and Procedures of AVVA, and submit that change to the Board of Directors for approval.

Use one form for each individual main section number that you are requesting to change. (e.g. 6.V.A) If you need to attach any additional pages, or other information, you may do so.

Please print this form when finished, and either mail it, or scan it into your computer, save, and attach to an email to one of the addresses below:

Mailing: Cecilia Essenmacher, P&P Chair  
2594 Moonglow Drive  
. Saginaw, MI 48603

Email: [librnok@hotmail.com](mailto:librnok@hotmail.com)

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**DO NOT PRINT OR MAIL THIS PAGE. ONLY PAGE TWO, AND ANY OTHER ATTACHMENTS (IF ANY) ARE NECESSARY.**

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## POLICY & PROCEDURE CHANGE REQUEST FORM

NAME OF PERSON REQUESTING CHANGE \_\_\_\_\_ CHAPTER \_\_\_\_\_

SECTION NUMBER TO BE CHANGED: \_\_\_\_\_ SUB-SECTION NUMBER(S): \_\_\_\_\_

DOES THIS CHANGE AFFECT ANOTHER SECTION?: \_\_\_\_ IF SO, WHAT NUMBER(S)? \_\_\_\_\_

**GIVE CURRENT LANGUAGE**

**REQUESTED REVISED LANGUAGE**

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**GIVE REASON FOR THIS CHANGE:**

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