**[Committee Action Report Form](#_bookmark0)**

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| [TITLE of paper:](#_bookmark0)[Prepared by:](#_bookmark0) | [Date Prepared for:](#_bookmark0) |

[**NOTE: *Please keep to one page.* If additional information is available, note in proposal.**](#_bookmark0)

[**SUBJECT:** Main subject of the paper should be addressed here.](#_bookmark0)

[**PURPOSE:** Present any pertinent history or context important to the decision or action at hand.](#_bookmark0)

[**BACKGROUND:** Present any pertinent history or context important to the decision or action at hand.](#_bookmark0)

* [Use bullets when writing each point.](#_bookmark0)
* [Provide dates and actions or key decision points.](#_bookmark0)
* [Provide source for additional information, if needed.](#_bookmark0)

[**DISCUSSION:** Following points pertain to information paper format.](#_bookmark0)

* [Use bullets when writing each point.](#_bookmark0)
* [Present facts.](#_bookmark0)
* [Address issues and concerns.](#_bookmark0)
* [Specify objectives.](#_bookmark0)
* [Commonly used acronyms and abbreviations are acceptable, but you may want to spell them out the first time used.](#_bookmark0)

[**RECOMMENDATION:** Specify options and which action is recommended. 1-2 bullet points in support of the recommendation is helpful.](#_bookmark0)

[**Council Decision**](#_bookmark0)**:**