
Warrensburg Area Amateur Radio Club, Inc.

Policy

Title: WAARCI Policy Format

Date: 07 March 2014

Policy Number: WAARCI-14-001

Revision History: Rev A

Policy Document

This document covers the WAARCI Policies that are not covered by the Constitution or By-Laws. This document lays out the format on how each policy is created.

1. **Title:** The name of the WAARCI Policy
2. **Date:** The date the document was initiated, format day, month, year.
3. **Policy Number:** The number is assigned to the policy in the following format
 - a. WAARCI identifies a club document
 - b. -XX the year the document was created
 - c. -XXX is the number assigned in the next sequence
4. **Revision History:** The latest revision of the policy
5. **Policy Document:** Is text of what the policy covers.