

Appendix A: Proposal Format

Sexual Harassment Taskforce Recommendation Proposal

Date Proposed: _____

Proposal Sponsored By: (sponsoring subcommittee and list membership)

Recommended Action (Exact wording of the proposed recommendation): _____

Summary of Principle Ideas and any Background that might help the Taskforce to better understand the Proposal: _____

Justification/Goals (What the proposal is trying to accomplish): _____

Pros and Cons (Three possible benefits of the proposal and 3 possible drawbacks): _____

Alternatives to proposal:

*Please attach any additional materials to this proposal if the space provided is not sufficient.