

MARLI Policy Proposal Form

Effective Date: (Date the policy goes into effect.)		Review Schedule: (How often will the policy be reviewed for relevance and effectiveness?)	
Approval Authority: (Name and title of the individual or committee approving the policy.)		Approval Date: (Date the policy was officially approved.)	
Policy Title (clear and concise name for this policy)			
Purpose: (Describe why this policy is being established and what it aims to achieve.)		Objective: (State the specific goals of the policy.)	
Scope: (Define the individuals, groups, or activities the policy applies to.)		Exclusions: (Specify any individuals, groups, or activities not covered by this policy.)	
Policy Statement: (Clearly outline the rules, principles, or guidelines to be followed.)			
Definitions:	Policy Owner:	Stakeholders:	
Compliance Requirements: (Explain how adherence to the policy will be monitored or measured.)		Consequences for Non-Compliance: (Detail the actions that will be taken if the policy is not followed.)	
References and Related Documents: (Include references to any laws, regulations, Rotary guidelines, or related policies/documents.)			

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Policy History (Track any changes made to the policy, including dates and descriptions of revisions.)

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Policy Owner Approval	Approval Authority
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