



## EYPC E-Docs Model Policy Template

Directions: For each section (if applicable), list the key points to include in your policy proposal.

1. **Findings/Purpose**

→

2. **Definitions of Key Terms**

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3. **Allowances**

→ *[May include naming, numbering, advertising, protections, responsibility of parents]*

4. **Prohibitions**

→ *[May include quantity, age, time, location]*

5. **Licenses and Fees**

→ *[May not be applicable to your policy]*

6. **Enforcement**

→ *[Agency responsible for enforcement of the policy]*

7. **Violations and Penalties**

→ *[May include forfeiture, civil, or criminal penalties]*

8. If you have a policy with financial implications, you will add the appropriate monetary value to the **Appropriations** section of your codified policies.

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