



## Council

**Title:** Procedure Writing

**Purpose:** To provide guidelines for NFLL procedures

**Scope:** All NFLL procedures

**Instructions:**

1. Documents may be written to describe an operation or activity, to give specific instructions on how to perform an operation, or to help someone better understand an activity. They shall be written for persons with minimum knowledge of the subject.
2. To the maximum extent possible, the procedures should follow the format of the NFLL Straw Document template. (Note: For some documents, paragraph form may be more appropriate. This might include short descriptive documents which may include short lists of responsibilities.)
3. When possible, use the NFLL and MCC logos.
4. The **Title** should briefly describe the document.
5. The **Purpose** describes the reason for writing the document
6. **Scope** defines to whom, what, or where the document applies. (i.e. the document applies to a specific committee, class location, type of class, etc.)
7. Documents should be short and cover only one topic whenever possible.
8. Use simple complete sentences wherever appropriate.
9. Include pictures, videos, hyperlinks, check sheets, diagrams, or other aids as needed or appropriate.
10. Do not include confidential information, personal names or phone numbers, etc.
11. Do not duplicate information found elsewhere. Reference the information and / or provide a hyperlink.
12. All groups affected by a document must approve it.
13. All documents involving or affecting MCC personnel must be approved by the affected group. NFLL documents must not contradict MCC documents or practices.
14. When revising, provide a brief description of the change in the **Revision description** section.
15. Record the name of the person or group and the date of the most recent change after **Created by:**
16. Record the name of the person or group and the date of the most recent approval after **Approved:**

**Revision description:** Added logos, 7/22/14

**Created by:** Procedures / Training Project committee, March 21, 2014

**Approved:** NFLL Council, April 14, 2014