



# Suggested Policies & Procedures Change Form (fillable form available on website)

Note: this form must be used to request Policies and Procedures change.

***This form must be submitted within 30 days after the completion of the Games to:***

***Administrative Assistant, BC Seniors Games Society  
[info@55plusbcgames.org](mailto:info@55plusbcgames.org) or mail to 203-2453 Beacon Avenue, Sidney, BC  
V8L 1X7 or fax 778-426-2941***

Policies and Procedures changes are reviewed by the BCSGS Board of Directors. Only suggested changes made in writing on this form will be considered. Forms can be submitted by mail, electronically sent (e-mail) or fax.

Submitted by: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Suggested Policy/Procedure Amendment: Please use one form for each suggested change.

Item: \_\_\_\_\_ Page No: \_\_\_\_\_

Change-or-New Policy/Procedure to read as follows:

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Reason for suggested change/comments:

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*(Use back of form if necessary)*

Date: \_\_\_\_\_ Printed name: \_\_\_\_\_

Zone: \_\_\_\_\_ Signature: \_\_\_\_\_