



EC Submission Date: _____

Please check one:	
Voting Item:	<input type="checkbox"/>
Informational Item:	<input type="checkbox"/>

CAEP Executive Committee Business Item Template

Please fill out the information below

BUSINESS ITEM DESCRIPTION:

ADVISORY GROUP:

ACTIVITY:

REQUESTOR:

ADV GROUP LEADER(S):

BUDGET Activity Name - From:

BUDGET Activity Name - To:

Does it impact the existing budget?

YES:

NO:

If yes, please explain (include account and amount information):

CAEP outcome to be achieved (select all that apply):

Adults Served

Progress

Success/Completion

Placement into Jobs

Improved Wages

Transition to Postsecondary

Explanation/Justification (must be correlated to CAEP metrics/outcomes):

Requestor's Signature: _____ Date: _____

CAEP Director's Signature: _____ Date: _____