

SAMPLE FORMAT
BOR Action

Date (right justified)

MEMORANDUM

TO: Howard Karr
Chairperson, Board of Regents

VIA: M.R.C. Greenwood
President

FROM: (Name)
Chancellor / Vice President / Director

SUBJECT: NATURE OF REQUEST

SPECIFIC ACTION REQUESTED:

RECOMMENDED EFFECTIVE DATE:

ADDITIONAL COST:

If no costs are associated with this request, indicate here.

PURPOSE:

BACKGROUND:

Cite the BOR policy in the first paragraph.

ACTION RECOMMENDED:

Attachment

[appropriate supporting documents: CV, salary placement worksheet, MOA]

(NOTE: Copies of memos sent directly to the BOR Office without all signatures are immediately returned to the requestor.)

SAMPLE FORMAT
Presidential Approval

Date (right justified)

MEMORANDUM

TO: M.R.C Greenwood
President

VIA: (Name)
Chancellor / Vice President / applicable title

FROM: (Name)
Dean / Director / applicable title

SUBJECT: NATURE OF REQUEST

SPECIFIC ACTION REQUESTED:

ADDITIONAL COST:

RECOMMENDED EFFECTIVE DATE:

PURPOSE:

BACKGROUND:

ACTION RECOMMENDED:

Attachment(s)

[appropriate supporting documents: CV, salary placement worksheet, MOA]

APPROVED / DISAPPROVED:

M.R.C. Greenwood, President

Date

SAMPLE FORMAT
Chancellor's Approval

Date (right justified)

MEMORANDUM

TO: Virginia S. Hinshaw
Chancellor

VIA: (Name)
Vice Chancellor

FROM: (Name)
Dean / Director / applicable title

SUBJECT: NATURE OF REQUEST

SPECIFIC ACTION REQUESTED:

RECOMMENDED EFFECTIVE DATE:

ADDITIONAL COST:

If no costs are associated with this request, indicate here.

PURPOSE:

BACKGROUND:

Cite appropriate policy, procedure, or delegation memo.

ACTION RECOMMENDED:

This statement should match the language used in "specific action requested."

Attachment(s)

[appropriate supporting documents: CV, salary placement worksheet, MOA]

APPROVED / DISAPPROVED:

Virginia S. Hinshaw
Chancellor

Date

SAMPLE FORMAT
LETTER

Date (right justified)

Ms. Xyz Abcde
Position Title
Organization
2444 Dole Street
Honolulu, HI 96822

Dear Ms. Abcde:

Tab once to indent each paragraph. Arial font style is preferred. Font size 12 is preferred; however, size may be adjusted to fit text appropriately on the page.

One line-space between paragraphs. Four line-spaces for her hand-written signature.

Sincerely,

M.R.C. Greenwood

Enclosure

cc: President Donna Vuchinich, UH Foundation
Chancellor Rose Tseng, UH Hilo