



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: \_\_\_\_\_