Approval required by:	{Arial 10 pt, flush with title.}	

This section should begin with the phrase, "The request is to ... This request has been approved administratively by the President and the Chancellor and is recommended for approval by the Board of Regents."

This replaces the "Resolution" of the old format.

The background information should contain as many paragraphs as needed to convey information to the regents; however, every effort should be made to include only information that is pertinent to the item under consideration.

\* \* \* \* \* \* \*

## Margins:

Left: 1.5"
Right: 1"
Top: 1"
Bottom: 1"
Header: .5"
Footer: .5"

## Page numbering:

The Consent Agenda and Information Agenda begins with page 1 and is numbered consecutively through the Information Agenda. Each page is numbered at the bottom of the page (.5" from the edge of the paper, centered)

## Header:

This is the date of the meeting, e.g., 8/10/2001, 12/13-14/2001. It is .5" from the top and ends flush with the right margin.

## Type font:

Fonts and sizes to be used are as follows:

Captioned paragraph: Arial, 14 pt., bold, underlined

Approval line: Arial, 10 pt.
Request paragraph: Arial, 12 pt.
Background Information: Arial, 12 pt.
Header: Arial, 10 pt.
Arial, 12 pt.
Arial, 12 pt.