**Action Item Submission Form**

Action items direct a group or individuals within MSCF to take specific actions. Actions might include communicating our position with an external group, creating a new initiative within MSCF, or undertaking a specific task or project. Action items do not need board approval.

**Sponsoring Delegate(s) (2) – include name and chapter:**

*(Sponsoring delegates will move and second the item and speak to it at the Delegate Assembly)*

**Supporting members – include name, chapter and/or committee and/or workgroup:**

*Members who support the item. Supporting members do not need to be delegates.*

**Action**

*Describe as clearly and simply as possible what action you want taken focusing on the outcome you want this action to achieve. It is important to indicate clearly what action you wish to see accomplished. On the other hand, being too prescriptive in how you want it accomplished can sometimes lead to unnecessary debate and opposition and limit the ability to fully implement your action item. Consult with others to make sure the action item is clearly written and means what you intend.*

**Rationale**

*Briefly describe the reasons for recommending this action including how it aligns with MSCF values and priorities as stated in our governing documents.\**

**Impact**

*Describe how you anticipate this change will impact members and the organization. Include anticipated funding or resources that may be needed and whether this action is ongoing or time specific.*