

Docent Suggestion Form

For action by Docent Executive Committee

Date submitted to Docent Executive Committee Chair: _____ (Lin Stein, 2017-18)

Date to be discussed during DEC meeting: _____

1. Topic/Concern: _____

2. Docent(s) presenting the topic to the Docent Executive Committee:

3. TOPIC/CONCERN:

Description:

Main points:

Relevant details:

4. POSSIBLE SOLUTIONS suggested by docent presenters:

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After discussion and consideration by the Docent Executive Committee members at meeting held on _____ (date), DEC members recommend the following:

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This recommendation will be included in the monthly Docent Executive Committee minutes which are posted on the IPE Volunteers website and the notebook in the Docent Lounge.

DIRECTIONS FOR DOCENT SUGGESTION FORM

1. Submit the form to the Docent Executive Chair at least one week before the regularly scheduled DEC meeting.
2. Docent Suggestion Forms will be addressed in the order of dates received.
3. Include only one topic per form.
4. One to two docents may present at the Docent Executive Meeting.
5. Docent presenters will have 10-15 minutes to present the topic, including a question and answer time.
6. The presenters will be notified of the Docent Executive Committee's recommendation the following day.
7. Public notification of the topic and the Docent Executive Committee's recommendation will be included in the Docent Executive Committee minutes.