COMMUNITY COLLEGE OF DENVER

Title: Standardization of Forms

Guideline #:   PO – 5

Approved: April 1, 2013
                July 13, 2015
                August 9, 2017

References: None

Approved By: Dr. Everette J. Freeman, President

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1.   PURPOSE

To ensure that all Community College of Denver (College) forms are created using the standards set forth by the College's Forms Committee (Committee).

2.   APPLICABILITY

These guidelines apply to all employees of the College

3.   GUIDELINES

The Committee is charged with ensuring that College forms are created using the approved template, regularly reviewing all forms to ensure they are still relevant, current, and updated, and for placing forms on the College's intranet. All forms must be reviewed and approved by the Committee. Once the form is approved it will be given a code and converted into a PDF so that it cannot be altered by

any user. To ensure that the most up-to-date form is used at all times, forms should not be saved on an employee's computer for later use. All forms will be uploaded onto the internet for easy access for all College employees.

All forms must be submitted to the Committee in a Microsoft Word or Excel format. The Committee will review the form and, if approved, will convert the form to a PDF. If the form is rejected, the Committee will return it to the originator with comments as to why it was rejected. It is the responsibility of the originator to correct and resubmit the rejected form. Forms that are approved will be sent to the Executive Assistant to the President (EAP) who is responsible for converting the form from its submitted version to a PDF and returning it to the originator for review. Once approved by the originator, the EAP will upload the approved form to the intranet.

3.1   Create a New Form

    a.   Header

        i.   On the first page, the header should have the office name, room number, address, phone, fax, email (if applicable), and website (if applicable). To keep the first page header different from the other pages, double click on the header to find "Header & Footer Tools," under "Design" select "Different First Page." This action will keep all information on the first page. On all other pages, just the name of the form should be in the header. Font should be Arial, size 8, and make all hyperlinks black for printing purposes.

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ii.   The title of the form should be centered under all contact information. Font should be bold Arial, size 16 if one line and size 14 for two lines.

iii.   The College logo should appear in the right hand corner in black and white only.

b.   Footer

i.   In the left hand corner it should have "revised 00/00/00" please insert the latest date of revision.

ii.   In the middle of the page it should say "Page 1 of 1".

c.   External Form Box

i.   All forms should have this box at the top if this form goes to any students.

OR

d.   Internal Form Box

i.   If you have a form made for internal use only (faculty or staff), use this box.

e.   Internal Use Box

i.   For any items on your form that are for internal use only or for office use only. Use this box to put that information in so it is clear to all people that it is not to be filled out.

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f.   Notary Box

i.   Use this notary box on forms for any area that require a notary. Make sure to copy and paste as there is a specific amount of room needed for the stamp.

g.   Fiscal Box

i.   For any form requiring fiscal signatures, use this box.

h.   Signatures

i.   For general use of signatures, copy and paste from the list to ensure that all signature lines look the same. Change the name of a signee if it is not listed.

3.2   Update a Form

a.   It is the responsibility of the originator of the form to notify the Committee that a change or changes need to be made to a specific form.

b.   The following information must be provided to the Committee in writing:

i.   Form number; and,

ii.   Exact change(s) to be made.