**WHAT TO DO WHEN A REQUEST IS**

**RECOMMENDED FOR DECLINATION**

**ON THE BOARD AGENDA**

September 7, 2011

After the program staff has meet to determination recommendations for award or declination for the upcoming Committee agenda, they will provide the pending requests log with the disposition of each request indicated to the Program Assistant. They will also keep the Assistant updated after their Committee has met and made decisions so she is able to make the changes accordingly in the Gifts database and on the Budget Worksheet.

**Recommended for Declination**

Find each request (one at a time) in the Gifts database.

Double-click to open it.

Change status from Pending Staff Review to Staff Dec.

Change staff to whichever program officer will sign the declination letter (by Sector).

Add meeting date in meeting date field.