

## Suggestions to the Board

1. The following form must be filled in and submitted to the CFF President for CFF Board for review and consideration at the next scheduled meeting.
2. The form should be a maximum of 3 pages long.
3. Submit the form via email to the President for Review at the CFF Board meeting
4. Handwritten forms are will not be accepted.

The form is a conduit for allowing requests to be made by the membership for changes to CFF. The requests can then be reviewed and considered by the CFF Board in an organized and meaningful manner. Completing and submitting the form for review by the CFF Board, does not represent an endorsement by the CFF Board that the requests will be implemented. Note:

The CFF Board will reply to the person making the request within 3 weeks of the Board's Decision

Name of Person (submitting the completed form)

Address

Email

Home Phone Number:

### Current Situation:

**Please include the following:**

- What is currently happening or not happening within CFF?
- Why is a change needed?
- Describe the benefit to CFF, to the dog, to the members, etc.

### New/Proposed Situation:

**Please describe**

- What change or changes do you propose? Note: a change can be a deletion, edit, or addition.

### Proposed Work/Activities necessary to move from the Current Situation to the New Situation

**Include the following where applicable:**

- Materials, costs, estimated time required
- Where should the changes be made, eg, in the judging manual, rule book, website, etc.?
- Who should actually do the work and why, eg, the Website Committee, a new ad hoc team should be formed, etc.
- Timeframe requested for the change and why

### Board Decision

**To be completed by The CFF Board President or designee**

- Board Decision
- Date
- Next Steps:

