**Operational Procedure Instructions and Guidelines**

This operational procedure template has been created to use for your state council/separately incorporated chapter. Please customize the procedure for your particular needs.

**Template Instructions**

Step 1: Download and open the ***Operational Procedure Template*** from the ENA Brand Center

Step 2: Replace the ENA logo with your state council or separately incorporated chapter ENA logo

Step 3: Text in red font includes instructions on what is included in each section of the policy. Replace and reformat as necessary.

**Guidelines**

1. A procedure is a set of steps to be performed to obtain a specific outcome. It answers the “how to do” part of a question.
2. All procedures must be approved by the state council or separately incorporated chapter upon creation or revision.
3. All procedures need to be dated at the time they are created, reviewed and updated to assure that the most recent version is maintained.
4. It is recommended that the most up-to-date procedures are posted on your state council or separately incorporated chapter website.
5. It is strongly encouraged that all policies have a corresponding operational procedure. When corresponding policy is updated, the procedure must also be revised to reflect the policy updates and then approved by the state council or separately incorporated chapter.
6. Contact [ENA Component Relations](mailto:componentrelations@ena.org) if you have questions or need further assistance.