

# STANDARD OPERATING PROCEDURES



<b>SOP#</b>	<b>SOP#</b>		
<b>Functional Area:</b>	(Administration, Board Reports, Chorus Communications, Community Outreach, Finance, Fundraising, IT, Production, Public Relations)		
<b>Component:</b>	(Specific Process Title)		
<b>Additional Areas of Involvement:</b>	<ul style="list-style-type: none"> <li>Bullet list each impacted area</li> </ul>	<b>Revision Date:</b>	Month / Year

## PURPOSE

Describe the purpose and include any relevant background information for this SOP.

## SCOPE

Identify the activities where this SOP may be relevant.

## PREREQUISITES

Outline all information required before proceeding with the listed procedure; Special forms or required documentation should be mentioned here by **name**, with the relevant document location indicated within the "References" section.

## RESPONSIBILITIES

List the individuals (by role, not by name) that have a primary role in this SOP and describe their tasks in relation to this SOP.

## REFERENCES

List any resources that may be useful when performing the procedure (phone numbers, email addresses, website URL's, etc) Avoid embedding the actual resource itself so it does not become outdated.

## DEFINITIONS

Provide and define frequently used terms, acronyms or relevant information needed to understand this SOP.

## PROCEDURE

Provide the steps / tasks required to perform this procedure (who, what, when, where, why and how). Indicate any relevant timelines or timeframes for task completion. Specify separate headings and steps within this section if more than one functional area is involved in this SOP. Include a process flowchart if necessary.

