**Date**:

**To**: [list all Boards required to approve]

**From**:

**Regarding**:

**Action Requested:**

**Background:**

**Description and Anticipated Benefits:**

**Risks / Mitigations:**

**Reviews Conducted by Other Departments (legal, finance, etc) and Significant Findings:**

**Expected Timeline, Milestones, and/or Deadlines:**

**Generative Questions for Informed Board Discussion:**

**Draft Form of Board Action:**