



Standard Documentation Policy

1.0 Document Types

Policy documents shall be approved by the Board of Directors and reviewed every three years, at a minimum. This type of document applies to all persons and programs of Heat Wave of Florida, Inc.

Procedure documents shall be approved by the Executive Director and reviewed every three years, at a minimum. This type of document applies to all persons and programs of Heat Wave of Florida, Inc.

Plan documents shall be approved by the Executive Director (or their designee). This type of document applies only to the program(s) or ensemble(s) listed in the document for one program year.

Table 1 - Document Types

Document Type	Document Number	Approval Responsibility	Required Review Cycle
Policy	1**	Board of Directors	3 years
Procedure	2**	Executive Director	3 years
Plan	3**	Executive Director (or designee)	1 year

2.0 Standard Definitions

Definitions for commonly used terms are listed below. Definitions listed in other specific documents apply only to that document and should not conflict with anything listed here.

“Board” refers to the Board of Directors of Heat Wave of Florida, Inc.

“Board Member(s)” refers to members of the Board of Directors that provide a service without compensation.

“Heat Wave” refers to all persons and programs in the Heat Wave of Florida, Inc. organization.

“Member(s)” refer to individuals performing in the Heat Wave Drum & Bugle Corps or other affiliated units.

“Staff” refer compensated individuals, full-time and part-time, employees and independent contractors, including those receiving a stipend or individuals serving in an internship capacity without compensation. All staff will have a signed staff agreement on file with Heat Wave.

“Volunteer(s)” refer to those providing a service without compensation, except those serving in a staff internship capacity.

3.0 Verb Application

Throughout Heat Wave documents, statements containing shall are used for binding requirements; will is used as a statement of fact, declaration or purpose, or expected occurrence; and should denotes a statement of best practice. For additional clarity in complex procedure or plan documents, key requirements should be written in bold text.