# Committee submission scaffold

## Name and contact details

## Background/summary of the issue

This issue is important because…

## The key points about this issue are…

## Point 1 (from the Terms of reference)

My research/personal experience/opinion on this topic

## Point 2 (from the Terms of reference)

My research/personal experience/opinion on this topic

## Point 3 (from the Terms of reference)

My research/personal experience/opinion on this topic

## Conclusion

What should the committee do in response to this issue? (suggested recommendations)

# Committee submission checklist

## My committee submission:

* was written for this committee inquiry
* has not been previously published
* addresses at least one of the terms of reference
* is clear and easy to read
* has been spell-checked and proofread
* meets the wordcount my teacher set
* include references if my teacher asked for them.