

VOM Update/Revision Process

1. A VSP Member provides a written change request to the VOM Lead/Backup.
2. The VOM Lead/Backup reviews the change details and follows up with the change request provider if clarification is required.
3. The VOM Lead/Backup will schedule a VOM Team meeting to discuss the proposed necessity of the change.
4. The VOM Team will take one of the following actions:
 - A. Approve the VOM Lead/Backup to develop a new VOM document or incorporate the change details into the existing VOM document and forward it to the Administration Team as a draft for approval consideration. Or,
 - B. Have the VOM Lead/Backup send the change request back to the VSP member to address VOM Team questions/comments. Or,
 - C. Reject the change request. (The VOM Lead/Backup will notify the VSP member.)
5. The Administration Team will review the draft document and notify the VOM Lead/Backup of the following:
 - A. Questions/comments
 - B. Approval
 - C. Rejection
6. If the Administration Team review results in questions/comments, the VOM Lead/Backup will coordinate with the VOM Team to address each, and then resubmit.
7. If the change is approved by the Administration Team, the VOM Lead/Backup will:
 - A. Notify the VOM Team
 - B. Notify the VSP member
 - C. Ensure the VOM is updated accordingly and revised appropriately
8. If the Administration Team rejects the change, the VOM Lead/Backup will:
 - A. Notify the VOM Team
 - B. Notify the VSP member

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V:/PowayStation/VOLUNTEERS/Documents/VOMUpdate