**bring it back form**

**BASE PLT
[DATE]**

|  |
| --- |
| ASSOCIATION UPDATES |
| * [Include any *Association-wide updates*, including but not limited to: new initiatives; important dates or events; announcements from a department; reminders; important state-wide changes; media or fundraising campaigns; or mentions of the Y in the news; YUSA campaigns, etc.]
 |
| SHARE WITH BRANCH SENIOR TEAM |
| * [Include any information that should be shared with *Branch Senior Teams,* including but not limited to: PLT recommendations, decisions, or projects that impact Branch operations; policy changes; funding or grant opportunities; interdepartmental collaborations or projects that will impact other business areas; area-specific priorities; departmental updates; requests for feedback; or recognition for great work or goal achievement.]
 |
| SHARE WITH STAFF TEAM |
| * [Include any information that should be shared with *direct reports*, including but not limited to: area-specific priorities; changes in the work; area-specific deadlines or events; new tools or resources; available trainings; recognition for great work or goal achievement; or requests for feedback.]
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