**American Academy of Ophthalmology**

**Council Advisory Recommendation**

**SAMPLE TEMPLATE ONLY –**

1. *Use the online submission tool available at* [*https://www.aao.org/about/governance/council*](https://www.aao.org/about/governance/council) *between Dec. 1 – Feb. 1 to* ***submit*** *your CAR.*
2. *You may use this template to send your final CAR to other societies and seek their approval to co-sponsor your CAR.* *You will need to provide the full society name and the date that their society’s board approved co-sponsoring your CAR when using the online submission tool.*

**Title:** Provide a brief title for the issue. (Limit to six words.)

**Problem Statement:** Identify a problem or an opportunity that the Academy is not currently addressing or that the Academy needs to redefine or expand. (Limit explanation to two sentences.)

**Summary of Facts and Background Information:**

Provide a summary of the background information and facts appropriate for a discussion of the topic. If applicable, include a description of the Academy's involvement in the topic. (If available, additional information prepared by the Academy will appended to each draft Council Advisory Recommendation.)

**Possible Solutions:** List **all** the possible solutions that you can identify. Use letters (A-Z) for each possible solution or suggestion. Include how the topic could be addressed by the Academy, state societies, subspecialty societies, specialized interest groups and individual members. You may highlight your organization's recommended solution.

**Submitted By:** Name of councilor(s)

**Approval Date:** List the date that governing body of your society (Executive Committee or Board of Directors) reviewed and approved the CAR.

**On behalf of:** Name of organization represented by the councilor.\*

\*Note: CARs may be sponsored by more than one organization. You will need to provide the full society name and the date that their society’s board approved co-sponsoring your CAR.