

**INSTRUCTIONS FOR FORM C  
LOCAL CLUB OFFICERS ELECTED FOR 2010 – 2011**

**PLEASE FOLLOW THESE INSTRUCTIONS FOR COMPLETING THIS FORM.**

***DEADLINE MAY 1, 2010***

Form **must** be received by the 7<sup>th</sup> Vice President by the deadline date.

Immediately following the election of your 2010– 2011 officers, please complete Form C. **DO NOT WAIT UNTIL AFTER THE INSTALLATION OF OFFICERS.** If you do not have officers by the deadline date, please send the name of a contact person. This form must be completed and submitted even if your officers remain the same as last year. If the NEW President completes, the information may be more accurate.

1. **TYPE OR PRINT** all information. (Please do not write.) Be especially careful on email addresses (s, S and numeral 5, numeral “1” and lower case “l”).
2. **Review your club listing in the 2009 – 2010 yearbook** and compare the listing with the FORMAL name of your club, DISTRICT and the YEAR chartered with your club’s records. Also, **verify** the area, city or county covered by your club as determined when your club was chartered. **Submit any corrections or changes.**
3. **DO NOT LEAVE ANY BLANK SPACES.** Write the word “none” in spaces that do not apply to your club.
4. **ONLY THREE (3) OFFICERS** may be listed. You may list either your Membership Vice President or Boutique Chairman, but list only one of these positions.
5. **CHECK FOR ACCURACY PRIOR TO SUBMITTING FORM C.** All information will be printed as received.
6. **YOUR CLUB MAY NOT BE INCLUDED IN THE YEARBOOK IF FORM C IS RECEIVED AFTER THE DEADLINE DATE LISTED ABOVE AND/ OR YOUR FEDERATION DUES HAVE NOT BEEN PAID.**
7. **Mail or E-mail a completed copy of Form C** to: Jeanne Harrell  
2811 Manzano Court  
College Station, TX 77845  
OR  
E-mail: [jeanne.harrell@gmail.com](mailto:jeanne.harrell@gmail.com)
8. Feel free to contact me on my cell (979 255-5647) if you have any questions as you complete Form C.

Thank you...