

APPENDIX P-8

Instructions for Credentials Form

1. Alphabetize the state that have chapters or if for a state conference the local chapters of your state.
2. For a National Conference, after the States are alphabetized, alphabetize the Chapters of each state. Then list the chapters of the alphabetically first state – Forum Chapter and then the Women’s Chapter that is affiliated with that Forum Chapter, continuing in alphabetical order for all chapters from that state. The do the same for each State, in alphabetical order until all adult chapters are listed in column A of the Spreadsheet.
3. Alphabetize the youth chapters in the same way and list them at the end of the adult chapter list.
4. Using the statistic from the chapter transmittals provided by the National/State Treasurer, record the number of members that each chapter has in column B.
5. Calculate the maximum number of votes that each chapter has using the information found in the Bylaws of the AGIF-US Article 9. D. 2., and record that in column C of the Spreadsheet.
6. Using the Conference Registration forms received for the Conference, record the number of members that each Chapter has registered for the Conference in column D of the Spreadsheet.
7. Compare the numbers in Column C with the numbers in Column D. The smaller number of these two is the number of votes that each Chapter has for that Conference. (Example: If a chapter can have 7 votes because of the number of members then have, but they only have 4 members registered for the Conference, they have 4 votes for that Conference.) The number of votes that Chapter has for the Conference should be put in column E.