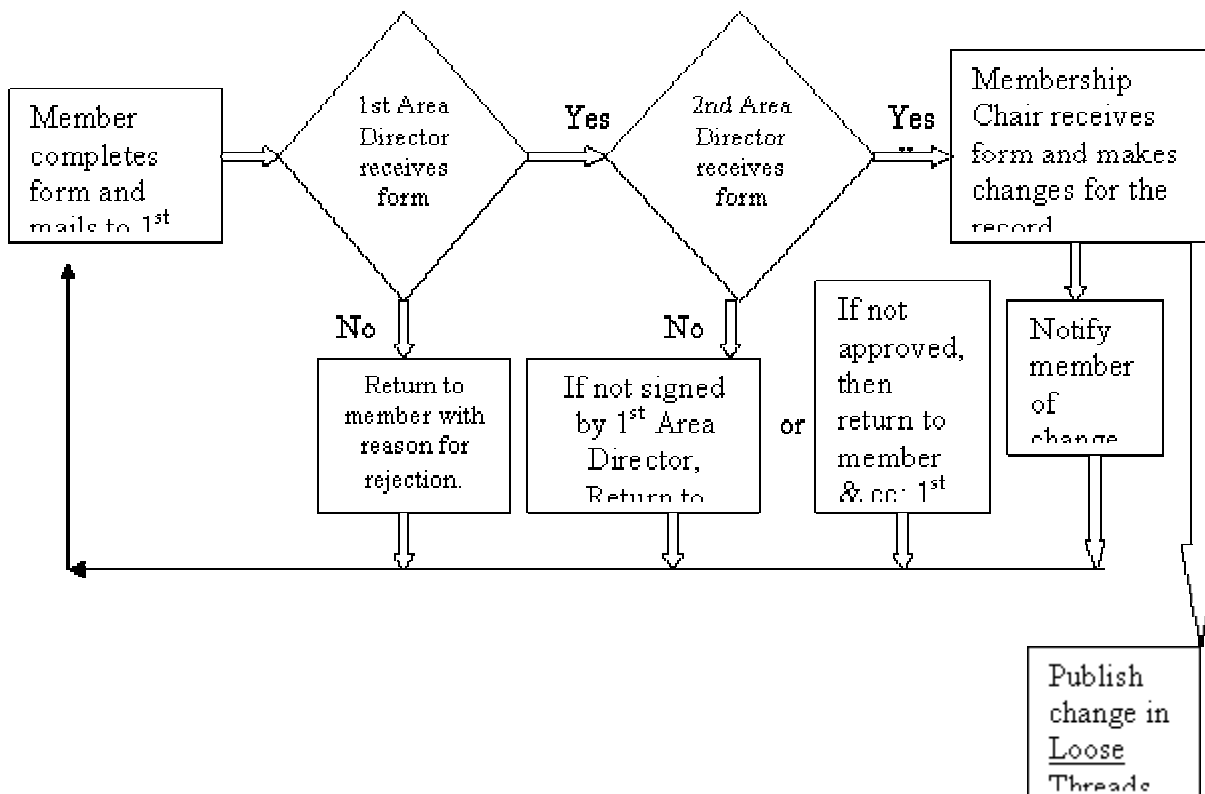


## Procedure for Member to Change Areas

Recommended Process: Petitioner should complete this form, filling in all the information in Section I. The petitioner should then forward the form to their current Area Director for signature.

The Area Director will sign (Section II) if he/she approves and forward to the proposed area director. If he/she does not approve, he/she will return the form to the petitioner with the reason for the rejection. (Example: may bring the population of the Area below the recommended membership level of 10 persons.)

The director for the new area the petitioner requests should insure that the current Area Director has already signed any petition he/she receives. If not, the petition should be returned to the applicant with a note to that effect. If the "new" area director approves, he/she should sign and forward the form to the Membership Chairperson. If not, then he/she should return the application to the petitioner with a copy to the petitioner's current Area Director with the reason for rejection. The Membership Chairperson should make the change as soon as possible in the membership database and send notice to the petitioner of the area change. They should also include the Area assignment change in the next issue of "Loose Threads" with other membership changes. This form may then be filed according to the process used by the Membership Chairperson for all membership changes. It is recommended that all Area Directors and the Membership Chairperson complete the processing of the form within 7 days of receipt.



# Member Petition to Change Areas

## Section I: Petition

To:

Area Director (Area of residence) \_\_\_\_\_

Area # \_\_\_\_\_

Area Director (Requested area) \_\_\_\_\_

Area # \_\_\_\_\_

Membership Chairperson \_\_\_\_\_

I, \_\_\_\_\_, wish to change my Area Assignment from (please print--petitioner's name)

my area of residence which is Area # \_\_\_\_\_, to another Area which is Area # \_\_\_\_\_.

I realize that this requires the approval of both Area Directors before the Membership Chairperson may officially change my area of record. I will continue to be represented by the representative for my area of residence until I receive notification that area reassignment is approved and has been recorded by the Membership Chairperson.

Petitioner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Section II: Approval signatures:

Area # \_\_\_\_\_ Area Director \_\_\_\_\_

Area # \_\_\_\_\_ Area Director \_\_\_\_\_

## Section III: Reassignment completed:

Membership chairperson \_\_\_\_\_ Date: \_\_\_\_\_