

GWRRA Officer Change/Appointment Worksheet

Please fill in the information below and return to the
Home Office for all officers changes *via the Regional Director.*

Supporting documentation is to be kept on file at the District/Region office.

<p>Position Appointed to:</p> <p>_____ O(CD) _____ S(DD) _____ R(RD)</p> <p>_____ L(ACD) _____ M(ADD) _____ N(ARD)</p> <p>_____ H(SCD) _____ P(SDD) _____ V(SRD)</p> <p>_____ G(CRE) _____ F(DRE) _____ C(RRE)</p> <p>Other: _____</p>	<p style="text-align: center;">Retiring Officer (Returning to Active Status)</p> <p>Name: _____</p> <p>Member #: _____</p> <p>Title: _____</p> <p>Send President's letter of thanks for a job well done <input type="checkbox"/> Yes <input type="checkbox"/> No</p>
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Chapter: _____ **Member #:** _____ **Exp. Date:** _____

Applicant's Name: _____ **# of Recruits** _____

Co-applicant's Name: _____ **# of Recruits** _____

Address: _____

City/State/Zip: _____

Phone: _____ **E-mail:** _____

District: _____ **Region:** _____

Appointment Date: _____ **Effective Date:** _____

Approved by: (please sign *and* print name)

District Director's signature: _____

Regional Director's signature: _____

Executive Director's signature: _____

FOR RIDER EDUCATION
USE ONLY

DE APPROVAL: _____
DATE: _____

RE APPROVAL: _____
DATE: _____

NDRE APPROVAL: _____
DATE: _____

Appointing Officer Use Only

The following paperwork needs to be filled out, filed and maintained at the District or Regional office. Please initial to certify the following information is on file and complete. Incomplete forms will be returned to the Regional Director.

_____ Officer MOU	_____ Officer Oath of Office
_____ MOU Membership information	_____ Tax payer Identification Number
_____ Knowledge Level	_____ 8822 IRS Change of Address
_____ Chapter Financial Report/Signature Cards	

This is a double-sided document. See the back of this form for New Chapter and Charter Fee information.

Home office use only

Date Rec'd _____

DE _____

WW _____

CERT/Mailed _____

Zip Codes maintenance _____

Notes _____

TBF

GWRRA New Chapter Worksheet

New Chapters

Please initial that the following items are completed. Refer to page D-1 in the Officer Guidebook for details regarding new Chapters.

Chapter Name _____

Wing World Listing _____
(City in which the Chapter meets or should be listed in Wing World)

_____ **Chapter Director Appointed**
All information on the front of this form must be complete

_____ **Treasurer Appointed - Name** _____ **Member #** _____

_____ **\$50 Charter Fee Enclosed**
Refer to page D-11 in the Officer Guidebook for details

_____ **List of charter members attached**
GWRRA International Headquarters will supply the Chapter Director with charter member rockers for those members who play a crucial role in the formation of a new Chapter.

Zip Codes that this chapter will include

Note: Chapter charter will be sent to the District Director to present to the new Chapter Director at the chapter kick off. Upon receipt of the white copy of the charter at the Home Office the new chapter will be listed in Wing World. Please keep in mind that Wing World production is approximately 60 days ahead of the current date.

Home office
use only

Chrt Sent

Chrt Recd

Comments