

Member Relations Division

County Secretary’s Handbook

Pennsylvania Farm Bureau

510 S 31st Street • P.O. Box 8736

Camp Hill, Pennsylvania 17001-8736

Phone 717.761.2740 • Web [www.pfb.com](file:///C:\Documents%20and%20Settings\jcmoul\Local%20Settings\Temp\XPgrpwise\www.pfb.com)

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# PENNSYLVANIA FARM BUREAU POSITION DESCRIPTION

## County Secretary

### FUNCTION

The primary function of county secretary is to maintain the official records of the county organization.

### RESPONSIBILITIES

* Maintain and preserve the official county minutes, records, documents and reports
* Record motions and other official actions taken by the board at board meetings
* Record names of board members present and absent
* Record the names of board members who request their names be recorded in any vote against a motion
* Indicate that a quorum of the board was present
* Prepare copies of board minutes and distribute to each board director
* Secure approval of minutes as accurate or corrected
* Notify PFB of all changes of county board members and committee members
* Prepare and send official correspondence
* Work with president to provide an agenda for each meeting
* Keep careful record of business meetings, including the exact wording of motions
* Assist with preparation of the program plan and the budget
* Maintain monthly record of activities for the Recognition and Awards Program
* Read any papers or correspondence as requested by the assembly
* Authenticate all personal records by personal signature
* Carry out duties promptly and reliably
* Be willing to participate in training programs and continue to learn on the job

### 

### BASIC REQUIREMENTs

* Member of Farm Bureau
* Good organizational skills
* Good writing skills
* Understands Farm Bureau structure and how it functions

### TRAINING

Secretaries are encouraged to take advantage of training offered periodically through PFB.

### RESOURCES

* County President
* Regional Organization Director

*The county secretary is responsible to the Board of Directors.*

*The term of office is generally one year unless otherwise specified in the county by-laws.*

# FORMS TO BE SUBMITTED TO PFB INCLUDE

1. **Elected and Appointed County Farm Bureau Leader Lists** - Enter member name and membership #, file yellow copy in your county’s organization manual, send white sheet to:

Member Relations Division

PA Farm Bureau

P. O. Box 8736

510 S. 31st Street

Camp Hill, PA 17001-8736

All County Board and Committee appointments should be part of the official minutes.

1. **Official County Farm Bureau Elected and Appointed Leader List** (for officers & board members). Remit to PFB within 1 week after your County Board Reorganization Meeting.
2. **Official County Committee Appointment List** (for Director and Committee appointments)**-** mailed to you. Submit as requested in mailing.
3. **County Farm Bureau Change Form** - Submit throughout the year as soon as you are aware of changes in your leadership. **This is the only way to make an official change to what you submitted on the Volunteer Leader Lists.**
4. **Legislative Committee Appointments** – mailed to you. Submit as requested in mailing.
5. **Affidavit Form** - This official mailing address will direct PFB communications to the county. Remit white sheet to PFB ASAP, but no later than November 30th.
6. Other forms you will complete and return include:
7. Recognition and Awards Program - due in September
8. Policy Development Resolutions - due in October
9. PFB Annual Meeting hotel/conference reservations - due Oct/Nov
10. Credential Forms for the delegates for the Annual Meeting - due 1st week of Nov.
11. Calendar of Events, Budget and Program of Work - due January 1

Periodically you will receive other requests from PFB for information (i.e. planned attendance at State events) and a prompt reply is appreciated.

## REQUEST FOR FORMS/INFORMATION

Contact the Member Relations Division at 717-761-2740 to request membership lists, labels, and other information. (See “List and Label Request Form” and “Mailing List Request Guidelines” in this handbook.) The staff will make every effort to accommodate your specific needs, ex. mailing labels for board members.

# WHAT ARE MINUTES?

* Minutes are the legal document of the meeting (which record what has happened at the meeting and not what was said).
* They inform members who could not attend a meeting of what happened.
* They help in following up on assignments and decisions.
* They help in planning the agenda for the next meeting.
* They give continuity to procedures and traditional activities of the county.
* They help new members learn more about the committee and board activities.
* They aid in report writing (Annual Report) and in planning future programs.
* They are a valuable resource in appointing members to other offices and in applying for recognition and awards.
* They document counted votes.

## HOW THE AGENDA AND MINUTES ARE RELATED

The most simple and effective way of taking minutes is on the agenda. The order of the agenda and the form of the minutes are inter-related. The secretary who prepares the agenda has the basic outline of the minutes already in place

An agenda usually follows this order (on the agendas that you send to the board members, specifically note items for discussion so that the members can prepare):

1. Call to Order
2. Introductions
3. Attendance/Roll Call
4. Secretary’s Report
5. Treasurer’s Report
6. Committee Reports
   1. Member Relations
   2. Governmental Relations
7. Special Committee Reports
8. Unfinished Business
9. New Business
10. ROD Report
11. Announcements
12. Adjournment

The minutes then group the items on the agenda into categories and paragraphs. The first paragraph/section includes the name of the organization, the date, the time the meeting was called to order, the place of the meeting, and what kind of meeting: regular, special or adjourned. It also includes the name of the presiding officer, any opening introductions, roll call, and action taken on the minutes of the previous meeting. The next paragraph includes the reports of officers and committee reports, followed by unfinished business (if there is any), and then new business with the action taken. The final paragraph states the time of adjournment. Each topic is a new paragraph.

# Minutes Form

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ COUNTY FARM BUREAU

\_\_\_\_\_\_\_\_\_\_\_\_\_\_ BOARD MEETING AGENDA/MINUTES

(date :)

1. Call to Order: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, (President) called the meeting to order at \_\_\_\_\_\_\_ (time)

with a quorum of \_\_\_\_\_\_\_ members present. *NOTE: Record attendance on the Attendance Record Sheet*

**Presenter:**

2. Introductions:

3. Attendance:

4. Secretary’s Report: \_\_\_\_\_\_\_\_\_\_\_\_

The minutes for the \_\_\_\_\_\_\_\_\_\_\_ Board Meeting \_\_\_ stand approved as read.

or \_\_\_ were approved with the following corrections:

5. Treasurer’s Report: \_\_\_\_\_\_\_\_\_\_\_\_

As of \_\_\_\_\_\_\_\_\_\_, the balance in our checking account is \_\_\_\_\_\_\_\_\_\_\_\_\_.

Significant outstanding checks and/or upcoming expenditures:

6. Committee Reports:

MEMBER RELATIONS \_\_\_\_\_\_\_\_\_\_\_\_\_\_

GOVERNMENTAL RELATIONS \_\_\_\_\_\_\_\_\_\_\_\_\_\_

7. Special Committee Reports \_\_\_\_\_\_\_\_\_\_\_\_\_\_

8. Unfinished Business \_\_\_\_\_\_\_\_\_\_\_\_\_\_

9. New Business \_\_\_\_\_\_\_\_\_\_\_\_\_\_

*County Farm Bureau Board Meeting Minutes of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (date) continued*

10. ROD Report \_\_\_\_\_\_\_\_\_\_\_\_\_\_

11. Announcements:

Our next board meeting will be held at \_\_\_\_\_\_\_ on \_\_\_\_\_\_\_\_\_ place \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. (time) (date) (location)

Other Announcements/Upcoming Events/Dates to Remember:

12. Adjournment:

With no further business to discuss, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ made a motion to adjourn; \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ seconded the motion. The meeting adjourned at \_\_\_\_\_\_\_\_\_\_ (time).

Respectfully Submitted,

Secretary

## MINUTES IN ITS ENTIRETY AND FINAL FORM

The regular meeting of Best County Farm Bureau was called to order Monday, October 12th, 2011 at 7:01 p.m. by the president, John Doe at the County Extension Office. A quorum was declared.

### Attendance

Present: John Doe, Betsy Armstrong, Judy Baker, Heather Bradley, Donna Green, Jason Mills, Rhonda Moore, and Aaron Smith

Excused: Tracey Carter

Absent: Don Baker

Guest(s): Ed Moor, ROD; Anthony Valdi, Extension Agent; Mike Nichols, CID/CNE; Ralph Lauren, Picnic Committee Chair

### Introductions

Chairman Doe introduced Donna Green, as the appointed member to fill the Member Service Committee position.

### MINUTES

The minutes of the September 10, 2011 meeting were approved as read. Betsy Armstrong made the motion, Aaron Smith seconded, and it passed.

### TREASURER’S REPORT

Jason Mills reported a balance of $1,300.00 as of September 1st. Receipts of $400.00 from dues. Disbursements of $25.00 for photocopying. Balance of $1,675.00 as of September 30th. The Treasurer's report is filed.

### 

### COMMITTEE REPORTS

Member Relations: Heather Bradley reported

Membership Campaign Report - New member drive kickoff will be held on December 9, 2000 at Harding’s Restaurant at 7 p.m. (Refer to written report for details) Expected costs will be $240. Heather Bradley motioned to approve spending $240 for this event; Rhonda Moore seconded the motion, the motion passed.

County Leadership Day **-** 43 Women attended this program. The women’s leadership committee made the recommended to hold this event in June next year for better attendance.

Young Farmer Discussion Meet - Five county members participated in the regional meet. Mark Frey, from Best County won and is preparing for the state level meet in November.

Ag Promotion Committee Ag Day Activities - Millers Farm will host this event on April 9, 2011. The committee is currently looking for sponsors and volunteers to assist with the program. They plan to have the program brochure prepared by January.

Governmental Relations: Aaron Smith reported

Meet the Candidates Program - The PEAP committee’s plans for this program are in their report. Aaron Smith motioned that we approve their plans to invite the three candidates to present a 3-minute opening remark, followed by 1 minute each to respond to the 12 questions proposed. Betsy Armstrong seconded and after a brief discussion on the content of the questions, the motion passed.

Voter Registration Drive - Eight volunteers have agreed to contact 20 members each to sign them up for voter registration. These volunteers will also pass out information and registration forms at the Fall annual meeting.

Legislative Tours - The dates for next year’s legislative tours will be March 15th for Washington and March 28th for Harrisburg. Carver County FB contacted us to participate in a joint sponsorship with three other county Farm Bureaus for bus transportation to Washington, D.C. Our share of the transportation costs will be $120, which would transport 12 members and save money verses travel by car. Aaron motioned that we agree to participate with the other counties in securing a bus. Heather Bradley seconded the motion and it passed.

### 

### SPECIAL COMMITTEE REPORTS

Picnic Committee REPORT - Ralph Lauran presented a written proposal (see report) on the date, location, planned food and recreational activities for children and adults. He also requested that officers, directors, and CID/CNE submit information, on county Farm Bureau accomplishments, events, and services, to the committee for a display. The projected costs per person will be $8 with an additional $50 for prizes. Aaron Smith motioned that the committees accepted the plans as presented, Donna Green seconded, the motion passed.

### Unfinished Business

The motion postponed to this meeting to fire extinguishers at the annual meeting was defeated.

### New Business

Jason moved that we attend four City Council meetings to represent Farm Bureau policy on tax reform. After discussion and amending, the motion as amended, to attend three City Council meetings during the months of January and February to represent Farm Bureau policy on tax reform, was adopted.

### Announcements/Next Meeting

The next regular board meeting will be held on November 7, 2011.

### Adjournment

The meeting adjourned at 8:25 p.m.

Judy Baker, **Secretary**

# SCHEDULE OF SUGGESTED RETENTION PERIODS FOR COMMON TYPES OF BUSINESS RECORDS

## 

## 2 To 3 Years

Acknowledgements

Bank Statements

Bond Paid Interest Coupon

Correspondence, General

Payroll Checks, Voided

## 3 To 4 Years

Deposit Slips

Insurance Policies, Expired (all types)

Proxies

Purchase Orders

Requisitions

## 4 To 5 Years

Bills of Lading

Employees' Tax Withholding Statements

Express Receipts

## 5 To 6 Years

Equipment Inventory Records

Insurance, Fire Inspection Reports

Monthly Trial Balances

## 6 To 7 Years

Bond Registers

Bonds, Cancelled

Contracts and Agreements (Expired)

Expense Reports

Insurance, Group Disability

## 7 To 8 Years

Checks, Payroll

Employees' Earnings Record

Payroll, General

Payroll, Part Time

Payroll, Temporary

## 8 To 9 Years

Accident Reports 9 (after settlement)

Agreements, Leases (after expiration)

Checks, Dividend

Checks, General

Checks, Petty Cash

Vouchers, Cash

Vouchers Register

## 9 To 10 Years

Vouchers, A-Z Copy

Voucher Register

## 10 Years

Insurance Claims (after settlement)

## 

## 17 Years

Agreements, Licenses

## PERMANENT

Federal Income Tax Returns

Ledgers and Journals, Cash

Ledgers and Journals, General

Ledgers and Journals, Payroll

Ledgers and Journals, Stock

Minutes, Executive

Property Papers

Reports, Annual

Reports, Audit

Stock Certificates

Stock Transfer

Taxes, Federal

Taxes, Property

Taxes, Sales and Use

Taxes, State

# TIPS FOR SECRETARIES

## General Guidelines

* Minutes are a record of actions. Record exact wording of motion, name of proposer, name of seconder (not necessary for committee meetings), and whether it passed or failed. It is proper to make the statement that "Jane Smith moved that..." rather than Jane Smith made a motion that..." Handle amendments in the same manner.
* Be accurate, specific, and brief.
* A Quorum is the number of members, eligible to vote, that are required to be present in order to transact business legally. This number is generally stated in the bylaws.
* Record all appointments and election results, ballots and counted votes. Hold ballots for one month after elections.
* You do not have to write down every word said. Do not put things in minutes that are your own impression or feelings, such as a "violent argument" or an "outstanding report.” Remain Impartial. Keep no record of board discussion.
* Write exact wording of a committee assignment: what it is, who has to do it, and date it is to be done.
* At meeting, note attendance on board meeting attendance record for quick recording.
* Keep all minutes together in a folder or notebook specifically for that purpose.
* Mail minutes with agenda for the next meeting in advance of that meeting.
* Minutes are approved as read, or approved as corrected with the corrections noted.
* Treasurer’s reports are filed, not approved.
* A vote of thanks is best done by recording appreciation
* If you have a question during the meeting, ASK. The chair should respect your need to have a correct record of the meeting.
* Be prepared to repeat a motion under consideration or read action taken at a previous meeting, if asked.
* Assist the president in keeping to the agenda and referencing appropriate paperwork. It is sometimes necessary to remind the chair if action was not completed, perhaps due to a lengthy discussion.
* Use underscored phrases or UPPER CASE letters to separate items in minutes.
* Sign minutes.
* Keep reports of committees separate from the minutes. The minutes should reflect that the committee gave the report and state the page in the report book that it is located.
* Consult with the president in preparing the agenda.
* At meetings, have on hand a copy of bylaws, other legal documents (refer to the board training manual), previous meeting minutes, membership listing, and listing of all committee assignments.
* Sign legal documents, along with president, as dictated in bylaws.
* Keep an accurate record of all official correspondence, including letters and reports received and sent.
* As secretary, you are eligible to make motions, debate questions, and vote.
* When reading correspondence aloud at meetings, it is proper to read the signature first. You may summarize contents to save time.

## Corrections

* Place corrections in margins. Never erase or remove the item being corrected from the original set of minutes.
* Corrections require a motion, second and majority vote.
* Corrections are allowed at any time if an error is noticed. Change of decision at a future date would not cause a correction of a previously accurately recorded decision.
* Make corrections in red in the margin and initial them.

## Rights to Read Minutes

* Any member has the right to read the minutes. This does not give anyone the right to remove the documents from the possession of the secretary. As official record keeper, you are responsible for keeping the records intact.

## Dispensing with Reading of the Minutes

* Often misunderstood, this motion only delays the reading of the minutes during a meeting to a later time during the meeting. What is generally wanted by the one making the motion is to accept the minutes as printed in lieu of having the secretary read the minutes. It is unwise to postpone the reading of minutes, because the longer the time that intervenes, the harder it is to make corrections.
* If your board requests that minutes be read aloud, do so in a loud voice, and try to pronounce correctly names, etc.

## Use a Template to take your Notes

* A template is a general outline of your agenda prepared with lots of space to make notes. This can easily be prepared on a computer and samples are available in this handbook.
* By numbering items on the agenda, if you need to write notes on a separate sheet, you also can easily keep track of where the information belongs in the meeting minutes.

## Tape Recorders

* There are times when you may wish to have a tape recorder at your meetings. Do this with board approval. Place recorders where all attending the meeting can see that the meeting is being recorded. Keep tapes until the minutes from the meeting taped are approved and all corrections are made. Never hide a recorder or secretly tape meetings.
* If a person, in attendance, wishes to make a statement off the record, it is appropriate to stop taping until the statement is finished.

## Motions and Seconds

* Train your chair to repeat the name of the maker of the motion and second, as well as the motion being acted on as a regular practice. This helps you with the correct wording of the motion and there is no question of who made the motion.
* Do not begin any discussion prior to a motion.
* Any main motion can have no more than two levels of amendments.
* If a motion to amend is made and seconded, the proposed amendment must be voted upon before a vote is taken on the main motion to which it applies.
* The maker of the motion has the first right to discuss the motion.
* Consider only one main motion at a time.
* The chair brings a motion to vote by saying, "Are you ready for the question?” Honor any objections unless the required two-thirds majority approves a formal motion to close debate. If the board indicates they are, the chair says, "The question has been called.” All those in favor say "Aye"; all those opposed say "Nay.” Does anyone abstain? The motion is carried (or defeated). One tap of the gavel indicates that the decision has been made.
* It is best to have a hand vote when a two-thirds majority is required.
* When a main motion is seconded and is on the floor for discussion, the chair may say to the board (in order to orient them to parliamentary procedure), "This motion can be discussed, amended, referred to a committee, or perhaps you are ready to vote on it.” "What is your pleasure?"
* A "call for the question" or a "move the previous question" means someone is requesting that discussion is stopped and a vote is immediately taken. Motions, like this, that somehow inhibit the right of members to speak require a two-thirds vote, as do votes on nominations. Other motions generally take a simple majority vote.
* Refer to the board-training manual for additional information on parliamentary procedures.

## Large Audiences:

It is helpful for all attendees, at membership meetings, to see written resolutions, etc. that require a vote. Plan to have these items on printed materials, power point or other media for viewing

# BUSINESS LETTER FORMAT

**LOGO**

**X County Farm Bureau**

**Address**

**City, State, Zip**

**Date**

**Recipient’s Name (comma space title- if appropriate)**

**Recipients Address**

**City, State, Zip**

**Salutation (Dear Mr. X):**

Main Text

* Introduction
* Body
* Conclusion

Complimentary closing **(Sincerely),**

Signature (leave 2 spaces for signature)

**Typed Name**

**Title**

**Attachments:**

**Enclosures:**

**CC:**

\_\_\_\_\_\_\_

Above is the block or flushed left format and every paragraph is flush with the left margin with an empty space between paragraphs. All elements are single spaced, including addresses. Leave a space between each element. Generally leave 1" margins and center letter on page for good visual balance.

# COUNTY FARM BUREAU ANNUAL MEETING SUGGESTED AGENDA

CALL TO ORDER AND WELCOME President

SALUTE TO THE FLAG Member

INVOCATION Member

DINNER

WELCOME &INTRODUCTION OF GUESTS President

MINUTES OF LAST ANNUAL MEETING Secretary

TREASURER'S REPORT Treasurer

AUDIT COMMITTEE REPORT Audit Committee Chairperson

SPECIAL GUEST REPORTS

* State Board Representative
* State Women's Leadership Committee Representative
* State YF&R Committee Representative
* MSCBS Account Supervisor
* Nationwide Agent

COMMITTEE REPORTS President and Committee Chairs

* President's Report
* Membership
* Member Relations Director
* Governmental Relations Director

SPEAKER OR SPECIAL EVENT (OPTIONAL)

NOMINATING COMMITTEE REPORT Chairperson

NOMINATIONS FROM THE FLOOR President

ELECTION BY BALLOTING

SELECTION OF DELEGATES & ALTERNATES TO STATE ANNUAL MEETING President

DISCUSSION AND VOTE OF RESOLUTIONS President

REPORT - ELECTION RESULTS President

REGIONAL ORGANIZATION DIRECTOR'S REPORT ROD

OTHER BUSINESS

DOOR PRIZES (OPTIONAL)

ADJOURNMENT

# COUNTY FARM BUREAU ANNUAL MEETING PROGRAM

Due to the many activities that a County Farm Bureau is involved in throughout the year, it is suggested that a written annual report be prepared and presented to each member in attendance at the annual meeting. This report will give the member something to refer to when the annual meeting is over and will save some valuable time during the annual program.

The following is a suggestion for your County's Annual Program:

1. Cover Page (Include year of accomplishment)
2. Inside Cover (Officers and Board of Directors)
3. Program Agenda for Annual Meeting
4. Year-End Financial Statement
5. County President's Report
6. Committee Reports
7. Recommended Policy Resolutions for Adoption by Members
8. Report of Nomination Committee or Voting Ballot

When following this procedure, verbal reports should only highlight the written reports.

# COUNTY FARM BUREAU, COUNTY SPRING MEETING AGENDA

CALL TO ORDER Presiding, County President

SALUTE TO THE FLAG

INVOCATION

DINNER

WELCOME MEMBERS & GUESTS

INTRODUCTIONS

* Guests - Officers and Board Members,
* PFB and Affiliate Staff, District Director

RECOGNIZE COMMITTEE RESPONSIBLE FOR SPRING MEETING PLANNING

REPORTS:

* Member Relations Director
* Governmental Relations Director

OTHER REPORTS

* State Board
* State Women's Leadership Committee
* State YF&R Committee
* MSCBS
* Nationwide
* Special Programs, Activities, or Committees

SPEAKER OR PROGRAM

ADJOURN (maximum 2 1/2 hours from Call to Order)

Pennsylvania Farm Bureau Digital Mailing List Request Guidelines

The mailing list of individual members is Farm Bureau’s most valuable asset. Farm Bureau is extremely careful in its use. The PA Farm Bureau Board of Directors has taken action in the past, limiting the use of mailing lists to Farm Bureau purposes only.

County Farm Bureaus in recent years have requested mailing labels and PFB has provided this service. Pennsylvania Farm Bureau can provide *digital mailing lists* for duplication and use for authorized purposes. PFB will supply these *digital mailing lists* only if the following guidelines are met:

1. The County Farm Bureau Board of Directors must give approval for the county's mailing list to be stored in digital format and provided to a County Farm Bureau representative or an outside mailing service.
2. A copy of the minutes from the County Farm Bureau Board Meeting, showing approval for the motion, must accompany the *digital mailing listing* request and will be kept on file in the Farm Bureau office in Camp Hill.
3. A county representative will obtain a signed "Agreement of Confidentiality" from all individuals or mailing services that will receive the digital mailing list. (An official "Agreement of Confidentiality" form can be obtained from the Pennsylvania Farm Bureau office in Camp Hill.)
4. The signed "Agreement of Confidentiality" must be on file in the Pennsylvania Farm Bureau office in Camp Hill or accompany the digital mailing list request.
5. The *digital mailing list* will be provided to a representative of the county, either by email transmission or on diskette. It will be the county's responsibility to deliver the *digital mailing list* to the mailing service signing the "Agreement of Confidentiality.” The *digital mailing list* will be sent directly to the county’s mailing service of record, only on the signed, written request of a county representative.
6. A plain *digital mailing list* will be provided to the county at a cost of two and a half (.025) cents per address. If the county or the mailing service requires a CASS certificate and/or other Postage Reports, the *digital mailing list* plus reports will be provided at a cost of four and a half (.045) cents per address.
   1. Standard self-adhesive labels in zip code order are provided at three and a half (.035) cents per address, or four and a half (.045) cents per label for those requests requiring a CASS certificate and Postage Reports.
7. A minimum advance notice of 14 days is required for all mailing lists and report requests.
8. A compliance record will be added to every *digital mailing list* to monitor unauthorized use of the mailing list.

Agreement of Confidentiality

*(Month, Day, Year)*

The at

*(Vendor’s Full Name)*

, agrees

*(Vendor’s Street Address)*  *(City, Town) (State, Zip)*

to use the Mailing List of the County Farm

*(County name)*

Bureau only for the assigned use below, and that we will not sell nor make it available to any other parties.

**Assigned use(s):** 1.

2.

3.

**Signed by:**

*(County President) (Authorized Vendor’s Signature)*

*(Title of Vendor Representative)*

(Vendor’s email address)

**Fax to:** (717) 731-3506

**Alternatively, mail to:**

PA Farm Bureau, Attn: Member Relations, PO Box 8736, Camp Hill PA 17001-8736

# LIST AND LABEL REQUEST FORM

County Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ County Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Labels...***

\_\_\_**Yes** or \_\_\_**No** Use Occupant Address Format with “Or Current Resident” as second line of Mailing Label?

**Straight Zip Code Order:** (Cost: 3 cents per label ).................................... No. of Sets: \_\_\_\_\_\_\_\_\_\_\_\_

**CASS Labels w/Postage Reports:** (Cost: 4 cents per Label) ................................................. # of Sets: \_\_\_\_\_

Member Type: \_\_\_\_ ALL Members \_\_\_\_ Regular Only \_\_\_\_ Include Non-Renewals

Mailing Type: \_\_\_\_ First Class \_\_\_\_ Standard \_\_\_\_ Non-Profit with Authorization #: \_\_\_\_\_\_\_\_\_\_

Mail Size: \_\_\_\_\_\_\_\_\_\_ (Ex. 5 ½ x 8 ½ ) Weight or # of 8 ½ x 11 Pages: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Permit #: \_\_\_\_\_\_ Post Office of Mailing: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Zipcode: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Digital Mailing List:** (Cost: 2 cents per Address )................................ Email or Disk Format (Circle One)

(Requires County Board Approval & signed Agreement of Confidentiality by Mailing Service)

Member Type: \_\_\_\_ ALL Members \_\_\_\_ Regular Only \_\_\_\_ Include Non-Renewals

Mailing Type: \_\_\_\_ First Class \_\_\_\_ Standard \_\_\_\_ Non-Profit with Authorization #: \_\_\_\_\_\_\_\_\_\_

Mail Size: \_\_\_\_\_\_\_\_\_\_ (Ex. 5 ½ x 8 ½ ) Weight or # of 8 ½ x 11 Pages: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Permit #: \_\_\_\_\_\_ Post Office of Mailing: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Zipcode: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mailing Service Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mailing Service email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Lists...*** (Check the appropriate box) (Cost: 1.75 cents per name)

* Members in Alphabetical Order................................................. No. of Sets: \_\_\_\_\_\_\_\_\_\_\_\_
* Members in Township/Alphabetical Order................................. No. of Sets: \_\_\_\_\_\_\_\_\_\_\_\_
* Members by Township: (Names Only).................................................... No. of Sets: \_\_\_\_\_\_\_\_\_\_\_\_
* Prospects in Alphabetical Order................................................. No. of Sets: \_\_\_\_\_\_\_\_\_\_\_\_
* Prospects in Township/Alphabetical Order................................ No. of Sets: \_\_\_\_\_\_\_\_\_\_\_\_
* Non-Renewals in Alphabetical Order......................................... No. of Sets: \_\_\_\_\_\_\_\_\_\_\_\_
* Non-Renewals in Township/Alphabetic Order............................ No. of Sets: \_\_\_\_\_\_\_\_\_\_\_\_
* New Members Only................................................................... No. of Sets: \_\_\_\_\_\_\_\_\_\_\_\_

Include Commodities? Yes \_\_\_\_\_\_ No \_\_\_\_\_\_

*Lists automatically include phone number and date paid.*

**Mail this form to:** PFB Member Relations Division, PO Box 8736, Camp Hill PA 17001-8736

**Or Fax to:** 1-717-731-3506

**Or Scan/Email to:** [jcmoul@pfb.com](mailto:jcmoul@pfb.com) ( Please allow one week from receipt by PFB for delivery. )

Requested By: (Name) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Send To: (Name) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Address) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(City State Zip) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**ATTENTION COUNTY SECRETARY -** Remit this form to PFB Member Relations Division **within one week after your County Board Reorganization.** Please type or print the appointee's name and membership number on the appropriate blank line.

**OFFICIAL COUNTY FARM BUREAU ELECTED & APPOINTED LEADER LIST**

This is an accurate listing of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ County Board Directors as approved at the

\_\_\_\_\_\_\_\_\_\_\_\_\_County Annual Meeting and recorded in the official minutes.

Year

**COUNTY BOARD MEMBER NAME: E-MAIL ADDRESS: MEMBERSHIP #:**

President \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_

Vice President \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_

Secretary \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_

Treasurer \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_

Director \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_

Director \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_

Director \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_

Director \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_

Director \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_

Director \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_

Director \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_

Director \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_

Director \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_

Director \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_

Director \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_

Director \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_

Secretary\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

White Copy PFB Yellow Copy County

# COUNTY FARM BUREAU LEADERSHIP CHANGE FORM

***ATTENTION COUNTY SECRETARY -*** *Use this form to update PFB Member Relations Division on changes,* ***throughout the year****, to your official volunteer leader lists. Changes received on this form will be processed immediately and will remain in effect until the regularly scheduled time for committee/board appointments.*

The following is an accurate listing of changes as approved at the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ County Board Meeting and recorded in the \_\_\_\_\_\_\_\_\_\_ official minutes. (date)

AddDelete

1. Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Membership Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Membership Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Board/Committee Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Board/Committee Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Effective Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Effective Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Membership Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Membership Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Board/Committee Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Board/Committee Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Effective Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Effective Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Address and Personal Information Changes:

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Home Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Membership Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Business Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fax Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-Mail Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Spouse: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Effective Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Home Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Membership Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Business Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fax Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-Mail Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Spouse: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Effective Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Secretary\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PFB Member Relations Division White Copy Pennsylvania Farm Bureau - Yellow Copy County

# County Farm Bureau Membership Classification Change Form

**Attention County President/Membership Processor** - Use this form to update PFB Member Relations Division on changes to classification of memberships as approved by the county board. **Form must be signed by the County President.**

The following is an accurate listing of changes as approved at the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_County Board Meeting and recorded in the \_\_\_\_\_\_\_\_\_\_\_\_ official minutes. (date)

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Membership Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Membership Number: \_\_\_\_\_\_\_\_\_\_\_

Current classification: \_\_\_\_\_\_\_\_\_\_\_\_\_ Current classification: \_\_\_\_\_\_\_\_\_\_

New classification: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ New classification: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Membership Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Membership Number: \_\_\_\_\_\_\_\_\_\_\_

Current classification: \_\_\_\_\_\_\_\_\_\_\_\_\_ Current classification: \_\_\_\_\_\_\_\_\_\_

New classification: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ New classification: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

County President \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PFB MEMBER RELATIONS DIVISION White Copy to PFB Yellow copy for County

# OFFICIAL PUBLICATION

***ATTENTION COUNTY SECRETARY -*** *Remit this form to PFB Member Relations Division as soon as possible, but no later than the November 30, 20 \_\_\_ deadline. Please type or print the appropriate information in the appropriate space.*

*There are many occasions when the County Farm Bureau has several “official” addresses, which makes it difficult to understand which one to use when sending official notices to the County Farm Bureau.*

*We strongly suggest that you designate an address, which could be one of your officers or county secretary, as your official one for letterhead, official notices, etc.*

***AFFIDAVIT***

*KNOW ALL MEN BY THESE PRESENTS, THAT THE*

*UNDERSIGNED \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*(President) (Secretary)*

*state that the current mailing address for*

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* ***County Farm Bureau*** *is as follows:*

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*IN WITNESS WHEREOF, the said \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*(County President)*

*and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, have hereunto set their hands*

*(County Secretary)*

*and seals this \_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 20 \_\_\_.*

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*(President)*

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*(Secretary)*

White Copy Pennsylvania Farm Bureau - Yellow Copy County

# PENDING POLICY RESOLUTIONS

When someone suggests an idea for a policy resolution, to be voted on at the next Fall Annual Meeting, you can record the date the suggestion was made, who made it, and her/his or her contact information, and the resolution as s/s/he stated/wrote it. Share this information with the Policy Development Committee Chair, on a regular basis, who will prepare the final wording of the resolutions to be presented.

|  |  |  |
| --- | --- | --- |
| **DATE** | **NAME & CONTACT INFO (PHONE #)** | **PROPOSED IDEA FOR RESOLUTION** |
|  |  |  |
|  |  |  |
|  |  |  |

# REPORT RECORDS

Use this sheet to index committee reports, in secretary’s manual, for easy access/retrieval. Note the page number of reports in the appropriate minutes.

|  |  |  |  |
| --- | --- | --- | --- |
| **REPORT TITLE/TOPIC/EVENT** | **COMMITTEE** | **GENERATED BY (PERSON)/DATE** | **PAGE**  **#** |
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