

GWRRA Officer Change/Appointment Worksheet

For all Officer changes, please fill in the information below
and return to the Home Office via the Region Director.

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

Position Appointed to:		
___ O(CD)	___ S(DD)	___ R(RD)
___ L(ACD)	___ M(ADD)	___ N(ARD)
___ H(SCD)	___ P(SDD)	___ V(SRD)
Other _____		

Retiring Officer
Name: _____
Member #: _____
Title: _____
Send Executive Director's Letter of Thanks for a job well done <input type="checkbox"/> Yes <input type="checkbox"/> No

Chapter: _____ Member #: _____ Expiration Date: _____

Applicant's Name: _____

Co-applicant's Name: _____

Address: _____

City/State/Zip _____

Home Phone: _____ Cell Phone: _____ Email (required): _____

District: _____ Region: _____

Appointment Date: _____ Effective Date: _____

Approved by: (please sign and print name)

District Director's signature: _____

Region Director's signature: _____

Executive Director's signature: _____

<u>Appointing Officer Use Only</u>
The following paperwork needs to be filled out, filed and maintained at the District or Region office. Please initial to certify the following information is on file and complete. Incomplete forms will be returned to the Region Director.
___ Officer MOU (a copy is required at the Home Office)
___ Confidentiality Agreement
___ Knowledge Level
___ Chapter Financial Report/Signature Cards
___ Officer Oath of Office
___ Tax Payer Identification Number
___ 8822 IRS Change of Address

<u>Home Office Use Only</u>
Date Received _____
Date Entered _____
Wing World _____
Cert/Mailed _____
Zip Code Updates _____
Notes _____