

CHOOSING YOUR CHAPTER NAME

Now is the time to choose a chapter name. A chapter name enables you to do the following:

- Be identified in your community
- Gives you individuality in Sweet Adelines International
- Allows you to open bank accounts
- Complete state and federal tax requirements (if applicable)
- Conduct your business as a prospective chapter of Sweet Adelines International

There have been several instances in the past when prospective chapters chose their chapter name, only to find when they applied for charter that the name they had chosen was not acceptable! In order to avoid these occurrences, we are asking you to make three choices of a chapter name. Please give careful consideration to each of your choices since any of the choices could become your approved chapter name. Each name should be different (different spellings do not count). The words “the” and “chorus” are not included in official registered names.

The following is found in the *Policy Book*. This policy should guide you in choosing your chapter name.

- A prospective chapter may not select a chorus name separate from its official chapter name.
- The choices submitted by the prospective chapter are approved by the Education Coordinator and the Marketing/Membership Coordinator.

INSTRUCTIONS TO PROSPECTIVE CHAPTER

Read the above information carefully. Turn the page and write your three name choices in order of preference, giving a brief explanation of each choice. **Mail to the Marketing/Membership Coordinator for approval.** (If you are a satellite chorus, please submit this form to international headquarters.) The Marketing/Membership Coordinator will forward the form to the Education Coordinator for approval. The Education Coordinator will send the form to international headquarters for final approval. An approved copy will be returned to you for your files.

INSTRUCTIONS TO MARKETING/MEMBERSHIP COORDINATOR AND EDUCATION COORDINATOR

Evaluate the acceptability of each chapter name. Check the appropriate box on the reverse side of this form and sign it. The Marketing/Membership Coordinator forwards the form to the Education Coordinator for approval. The Education Coordinator sends the form to international headquarters for final approval.

NAME CHOICE #1

Explanation: _____

NAME CHOICE #2

Explanation: _____

NAME CHOICE #3

Explanation: _____

CHECK APPROPRIATE BOX

NAME CHOICE #1

Marketing/Membership Coordinator
[] APPROVAL [] DISAPPROVAL
Education Coordinator
[] APPROVAL [] DISAPPROVAL

NAME CHOICE #2

Marketing/Membership Coordinator
[] APPROVAL [] DISAPPROVAL
Education Coordinator
[] APPROVAL [] DISAPPROVAL

NAME CHOICE #3

Marketing/Membership Coordinator
[] APPROVAL [] DISAPPROVAL
Education Coordinator
[] APPROVAL [] DISAPPROVAL

**Marketing/Membership
Coordinator's Signature**

**Education Coordinator's
Signature**

PROSPECTIVE CHAPTER IN _____ Location _____ Region _____

Contact Name _____ Date _____

Address _____

NAME CHOICE APPROVED _____
Membership Department _____ Date _____