

	<b>FMCA POLICIES AND PROCEDURES</b>	INDEX NO. <b>3026</b>	APPROVAL LEVEL <b>EB</b>
	SUBJECT <b>New Chapter Presentation</b>	EFFECTIVE <b>11/07</b>	SUPERSEDES <b>11/92</b>
	SPECIAL DISTRIBUTION		

**POLICY**

To present each new chapter, upon acceptance of their charter, the appropriate national flag (3' x 5' nylon) and a chapter banner, to be given to them by the Area Vice President or their designee. The FMCA standard banner is a 2'x6' vinyl banner with the official chapter name as indicated in FMCA records.



**PROCEDURE**

1. Upon acceptance of each new chapter's charter, the national office communicates with the Area Vice President notifying them of the upcoming chartered chapter and requesting information for shipping of the flag and banner.
2. Upon direction from the Area Vice President, the appropriate flag and banner are mailed to either the Area Vice President or their designee along with a cover letter giving the name, address and telephone number of the chapter president, with a copy to the National President.
3. A copy of the correspondence to the Area Vice President, along with a note by Chapter/Area/National Services stating the date and to whom the flag and banner was sent, is filed in the new chapter's file.