

	FMCA POLICIES AND PROCEDURES	INDEX NO. 3013	APPROVAL LEVEL EB
	SUBJECT Chapter/Area Attachment Plates	EFFECTIVE 11/03	SUPERSEDES 11/99
		SPECIAL DISTRIBUTION President's Handbook	

POLICY

To provide chapters and areas with information on ordering individual plates for their officers and members.

PROCEDURE

1. Chapters and areas wanting to order officer plates may contact the national office to request an order form for Lexan plates. Chapter and Areas may purchase plates at their own expense.
2. All chapter and area officer plates will be the "Rectangle Under ID" style with the availability of adding their chapter/area name on the plate with the exception of the chapter's Alternate National Director. The Alternate National Director plate will be the "Crescent Over ID" style with no chapter name added.
3. The chapter may order "Rectangular Under ID" style plates with chapter name identification for loan to its incumbent Alternate National Director.
4. The following list of plates are the only plates authorized to be made for and used by the chapters and will be placed underneath the goose egg: President, Past President, Vice President, Past Vice President, Secretary, Past Secretary, Treasurer, Past Treasurer, Wagonmaster, Past Wagonmaster, Newsletter Editor, Past Newsletter Editor, Past National Director, Past Alternate National Director.
5. The following list of plates are the only plates authorized to be made for and used by the areas and will be placed underneath the goose egg: Vice President or _____ Vice President (region, 1st), Secretary, Treasurer, and Immediate Past President.
6. If there is an additional line available on the Lexan plates, the years of service may also be added.
7. Chapter members may purchase at their own expense a "Rectangle Under ID" style plate engraved with the chapter name.

