



NAACP

**2025 STATE/STATE AREA CONFERENCE
ELECTION MANUAL**



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**The National Office will conduct all State Elections, using Election Buddy.
 State Election Procedure Committees should continue with the process as outlined in
 the State Election Manual with the following exceptions.**

Election Procedure Committee Meeting

The National Board of Directors suspended the rule requiring State Election Procedure Committees to meet in person and examine petitions. State Election Procedure Committees may meet virtually, as long as all members can view the opening of petitions and validation of potential candidates.

Receipt of Petitions

- A. **Certified Mail:** Candidates must sign the consent/petition form attesting that their membership in a unit that is in good standing. Consent forms sent by certified mail to the State Conference must be postmarked by **June 15th**.
- B. **Electronic Mail:** Consent forms sent by electronic mail must be sent to a mailbox dedicated to the Election Procedures Committee by **June 15th**.

At the close of the Election Procedures Committee Meeting a report that includes the slate of candidates along with all signed consent/petition forms must be submitted to the National Office by June 30th. All documentation intended for the National Office must be go to election@naacpnet.org

NAACP CANDIDATES CONSENT FORM

The Bylaws for Units states that a member of the Association who is eligible to run for State/State Area Conference elected office as: ARTICLE IX, SECTION 1[B]{1C-D):

(c) Persons wishing to run for elected office must be members in good standing and return the petition bearing their signature and signed by three (3) or more members in good standing of Units in good standing within the State/State-Area Conference and Youth and College Division of the State/State-Area Conference by certified mail postmarked by June 15 of the election year. Persons wishing to run for elected office may not sign their own petitions. The nominating petitions must be mailed to the official mailing address of the State/State-Area Conference to the attention of the Election Procedures Committee, which shall follow the procedures set forth in the Manual on State/State-Area Conference Election Procedure. An individual may seek only one (1) elected office at a time.

(d) For the purpose of running for office, a member in good standing is one whose name appears on the roll of a Unit in good standing within the State/State-Area Conference and Youth and College Division of the State/State-Area Conference no later than December 15 of the even-numbered year prior to the State/State-Area Conference election. For the purpose of signing a nominating petition, a member in good standing is one whose name appears on the roll of a Unit in good standing within the State/State-Area Conference and Youth and College Division of the State/State-Area Conference at least thirty (30) days prior to the date the nominating petition is filed.

I, _____ consent to serve as a candidate for
(Please print)
office of _____ or at-large Executive Committee member of the
_____ State/State Area Conference. If elected, I agree to serve
and abide by the policies, principles and procedures of the NAACP. I agree to complete
mandatory training by March 31, 2026.

I certify by my signature that I am a member in good standing of a local unit that is in
good standing with the State/State Area Conference.

Signature _____

* Certification of membership shall be done by the Unit Secretary to the State Conference Secretary

NAACP Petition for Nomination

We, the undersigned wish to nominate _____ for the office of

_____, or as an at-large member of the Executive Committee.

(A valid petition must contain at least 3 signatures from members in good standing)

| | | |
|-------------|-----------|-----------|
| First Name | Last Name | Unit |
| Address | | |
| City, State | Zip | Signature |
| Phone | Email | |
| | | |
| First Name | Last Name | Unit |
| Address | | |
| City, State | Zip | Signature |
| Phone | Email | |
| | | |
| First Name | Last Name | Unit |
| Address | | |
| City, State | Zip | Signature |
| Phone | Email | |
| | | |
| First Name | Last Name | Unit |
| Address | | |
| City, State | Zip | Signature |
| Phone | Email | |
| | | |
| First Name | Last Name | Unit |
| Address | | |
| City, State | Zip | Signature |
| Phone | Email | |

STATE/STATE AREA CONFERENCE ELECTION PROCEDURE MANUAL

This manual has been prepared for the use of State/State Area Conference officials to assist in the effective conduct of State/State Area Conference elections.

Note, per Article IV, Section 3(b), “*There shall be a Youth and College Division of the State/State Area Conference. It shall be governed by the Constitution and these bylaws.*” A State/State Area Youth & College Conference is to be established and mirror the positions of the Adult Units. This manual is based on the Constitution and By-Laws for Units revised January 2025.

NOTICE TO STATE/STATE AREA CONFERENCES

Thirty (30) Day Written Notice Prior to the Annual State/State Area Conference Meeting ARTICLE V, SECTION 4(A) OF THE BYLAWS FOR UNITS

“*State/State Area Conference. Written notice, by the State/State Area Conference Secretary shall be provided a minimum of 30 days prior to the time and place of the Annual State/State Area Conference Convention to each member Unit in good standing.*”

A Unit in “good standing” is defined in ARTICLE III, SECTION 3 (B-I) OF THE BYLAWS FOR UNITS

- b. *Charter Eligibility Criteria for Branches.* In any jurisdiction where there is no existing Branch, application shall be made to the National Office for a Branch charter in conjunction with procedures established by the Board of Directors. Prospective Branches must be comprised of no fewer than one hundred (100) adult members. The jurisdictional boundaries of a prospective Branch shall not conflict with the boundaries of any existing Branch.
 - 1. *Maintaining a Branch Charter.* A Branch shall maintain no fewer than 50 adult members; shall pay all annual assessments; and, shall file all year-end reports as required by the Constitution and Bylaws of the Association in order to maintain its charter.
 - 2. A Branch must also maintain good standing with its State/State-Area Conference by filing annual year-end reports and paying all State/State Area Conference assessments.
- c. *Charter Eligibility Criteria for Prison Branches.* In any prison/correctional facility where there is no existing Prison Branch, application shall be made to the National Office for Prison Branch charter in conjunction with procedures established by the Board of Directors. Prospective Prison Branches must be comprised of no fewer than 100 members.
 - 1. *Maintaining a Prison Branch Charter.* A Prison Branch shall maintain no fewer than 25 members; shall pay all annual assessments; and, shall file all annual year-end reports as required by the Association.
 - 2. A Prison Branch must also maintain good standing with its State/StateArea Conference by filing annual year-end reports and paying all State/State-Area Conference assessments.
- d. *Charter Eligibility Criteria for College Chapters.* College Chapters shall contain at least 25 members under age 25 and be currently enrolled in a college or university.

1. *Maintaining a College Chanter Charter.* College Chapters shall maintain no fewer than 25 student memberships for two consecutive years; shall pay all annual assessments; and, shall file all annual year-end reports required by the Association.
 2. A College Chapter must also maintain good standing with its State/State Area Conference by filing annual year-end reports and paying all State/State Area Conference assessments.
- e. *Charter Eligibility Criteria for Youth Councils.* Youth Councils shall contain at least 25 members who must be under 18 years of age. In the absence of a Young Adult Council in the jurisdiction, the Youth Council membership may include members between the ages of 19-25.
1. *Maintaining a Youth Council Charter.* Youth Councils shall have 25 members, pay all annual assessments; and, file all annual year-end reports as required by the Association.
 2. Youth Council must also maintain good standing with its State/State-Area Conference by filing annual year-end reports and paying all State/State Area Conference assessments.
- f. *Chapter Eligibility Criteria for High School Chapters.* High School Chapters shall contain at least 25 members who are currently enrolled in a high school or comparable secondary school.
1. *Maintaining a High School Chapter Charter.* High School Chapters shall have 25 members enrolled in the high school; pay all annual assessments; and file all annual year-end reports as required by the Association.
 2. A High School Chapter must also maintain good standing with its State/State Area Conference {by filing annual year-end reports and paying all State/State-Area Conference assessments.

- g. Chapter Eligibility Criteria for Junior Youth Councils.* Junior Youth Councils may be organized separately from Youth Councils where there are at least 25 youth members under 13 years of age.
1. Maintaining a Junior Youth Council. Junior Youth Councils shall contain 25 members, pay all annual assessments; and, file all annual year-end reports as required by the Association.
 2. Junior Youth Council must also maintain good standing with its State/State-Area Conference by filing annual year-end reports and paying all State/State-Area Conference assessments.
- h. Charter Eligibility Criteria for Authorized Committees.* Authorized Committees may be organized in areas where there are an insufficient number of members to maintain a Branch. Authorized Committees must contain at least seven (7) members and shall report to the State/State-Area Conference in their jurisdiction, subject to such rules and regulations as the Board of Directors may enact. It shall receive a Certificate of Authority from the National Office.
1. *Maintaining an Authorized Committee Charter.* Authorized Committees shall have seven (7) members, pay all annual assessments; and, shall file all annual year-end reports as required by the Association.
 2. An Authorized Committee must also maintain good standing with its State/State-Area Conference by filing annual year-end reports and paying all State/State-Area Conference assessments.

Notification of Units

During the Annual Meeting, in even number years when the Election Procedure Committee is elected, the Time & Place Committee must provide to the Convention the location where the next Annual Meeting will be held. That information should be forwarded to the Chair of the Election Procedures Committee and the National Office by December 15th.

ARTICLE IX, SECTION 1[B]{1B} OF THE BYLAWS FOR UNITS

a. Time & Place Committee Report

“Committee on Time and Place. Shall be charged with the responsibility of investigating possible cities for future Annual Conventions, and recommending same to the Convention.” **ARTICLE IX, SECTION 4(A) OF THE BYLAWS FOR UNITS.**

- b. Written Notification to Units By February 1st** “Written notice of the date, time and procedure for the conduct of the biennial State/State-Area Conference election shall be sent by the State/State-Area Conference Secretary by email and/or certified mail to all Units in good standing within the State/State-Area Conference by no later than February 1st of the odd numbered year. The notice shall include the positions to be filled by election and the official nominating petition.”

The following is a suggested format of the notice to be sent:

NOTICE OF BIENNIAL STATE/STATE AREA CONFERENCE ELECTION

Dear Unit In Good Standing:

At the Annual _____ State/State Area Conference of the NAACP, which will be held (***Virtually or TBD***), on (DATE) at (TIME), the Election Procedures Committee will provide a final report for the purpose of election of officers and at-large members of the executive committee.

It is important that delegates from your Unit have their credentials properly filled out, they must include the signature of both the Unit President and Secretary, after which they must be presented to the State Conference Secretary to be registered as a delegate for this meeting. Per the Bylaws for Units, *“At the first session of the Annual Convention, the delegates shall elect five (5) delegates to the Election Supervisory Committee which will assist the National Office with the election in accordance with the Constitution.”* **ARTICLE IX, SECTION 1(B){1J} OF THE BYLAWS FOR UNITS**

On Saturday during the Convention at 8:00 a.m. on Election Day, the Election Supervisory Committee shall convene a special session of the Convention for the sole purpose of hearing from the candidates seeking office. Candidate shall be heard in the following order: Assistant Secretary, Secretary, Assistant Treasurer, Treasurer, 3rd Vice-President, 2nd Vice-President, 1st Vice-President, and President. Election Supervisory Committee will determine time limits for speeches at the meeting.

Immediately following the special session, but no later than 11:00 a.m. the ballots will be released by Election Buddy to each eligible delegate. Voting will close immediately at 3:00 p.m. After voting closes, the results of the election will be immediately available for each voting delegate to view.

We look forward to your participating in these activities.

(Secretary)

ELECTION OF THE ELECTION PROCEDURES COMMITTEE

ARTICLE IX, SECTION 1(B)[1]) OF THE BYLAWS FOR UNITS

- (a) In each even numbered year, the delegates at the Annual Convention of each State/State-Area Conference shall elect seven delegates to the Election Procedures Committee which shall be responsible for the election process leading up to the State/State-Area Conference election in the odd numbered years. No more than two (2) State/State-Area Conference officers or Executive Committee members shall be elected to the Election Procedures Committee. The Committee shall conduct an organizing meeting during the Convention at which, time they shall elect a chairperson and secretary. Members of the Election Procedures Committee are not prohibited from filing a nominating petition. No President, Secretary, or those who are candidates for those positions may serve as the Chair of the Election Procedures Committee.

The National Office will provide to State/State Area Conferences notification of the status of Units by June 1st.

DUTIES AND RESPONSIBILITIES OF THE ELECTION PROCEDURES COMMITTEE:

The ***Election Procedures Committee*** shall forward to the National Office, no later than June 20th a report listing all candidates names, address, city, state, zip code and phone or email address who have submitted a valid petition to run for a State/State Area Conference. After which the National Office will verify membership. If there is a concern about member status, the Election Procedure Committee will also contact the local Unit Secretary to which the member belongs.

ARTICLE IX, SECTION 1(B)[1]{E-G} OF THE BYLAWS FOR UNITS

- (e) The Election Procedures Committee shall review all nominating petitions, validate the eligibility of candidates and file its report with the State-State/Area Conference Secretary by no later than June 30 of the election year.
- (f) Upon receipt of the Committee's report, the State/State-Area Conference Secretary shall mail and/or email the listing of all eligible candidates for each office to all Units in good standing within the State/State-Area Conference by no later than July 15 of the election year.
- (g) Thirty (30) days prior to the election the Election Procedures Committee shall file a report with the State/State-Area Conference Secretary verifying that all eligible candidates for office shall be members in good standing as of the date of the election.
- (h) An eligible candidate may withdraw from contention by forwarding a letter requesting that his/her name be removed from the ballot. The letter must be sent to the Chairperson of the Election Procedures Committee thirty (30) days prior to the election.

D. VOTING AT THE ANNUAL CONVENTION:

ARTICLE IX, SECTION 1(B)[1]{I-K} OF THE BYLAWS FOR UNITS

(i) All voting at the Annual Convention must be by delegates who were duly elected by their respective Unit in good standing within the State/State-Area Conference. Proxy voting, absentee voting and write-in voting are prohibited in NAACP elections. State/State-Area Conference Officers and Executive Committee members only have voting privileges if they have been duly elected by their respective Unit in good standing within the State/State-Area Conference.

Delegates will be confirmed and provided a ballot electronically using Election Buddy.

(j) Prison Units in good-standing, only, shall be allowed to participate in State/State Area Conference Elections. Prison Units that meet all prerequisites as defined in Article III, Section 3(c) and Article IV, Section 3(a) will receive a ballot. The State/State Area Conference on June 30th when sending out report of the Election Procedures Committee to all units, will also forward the prerequisite ballots to Prison Units that are in good-standing. Ballots will be prepared in accordance with guidelines established by the Association. The Prison Unit will elect delegates at its General Membership meeting, after which the delegates will vote. When returning the ballots to the address of the State/State Area Conference mailing address, a copy of the minutes of the meeting when delegates were elected must be included. Ballots must be received by the State/State Area Conference 10 business days prior to the first day the Annual State/State Area Convention convening. The State Conference Secretary shall provide the Chair of the Election Procedures a report as to when ballots were received. The State/State Area Conference Secretary shall, upon the election of the Election Supervisory Committee immediately turn over the sealed ballots to the Election Supervisory Committee. Ballots are to remain sealed and not be counted until the polls close.

E. ELECTION OF DELEGATES TO STATE/STATE AREA CONFERENCE:

ARTICLE IX, SECTION 1(A)[1] OF THE BYLAWS FOR UNITS

“All delegates elected to the Annual Convention of a State/State-Area Conference must be Members in good standing of Units in good standing within the State/State-Area Conference. All such delegates must be elected at a regular meeting of their general membership. Elected delegates must present *official* credential forms as provided by the State/State-Area Conference at the time of registering to the Credentials Committee of the Convention.”

**F. ELECTION AND DUTIES OF THE ELECTION SUPERVISORY COMMITTEE:
ARTICLE IX, SECTION 1(B)[1]{J} OF THE BYLAWS FOR UNITS**

(k) At the first session of the Annual Convention, the delegates shall elect five (5) delegates to the Election Supervisory Committee which will conduct the election in accordance with the Constitution, these Bylaws and the Manual on State/State-Area Conference Election Procedure. In addition, if there is more than one presidential candidate, each presidential candidate is entitled to appoint a representative to the Election Supervisory Committee. In the event the total number of presidential candidates exceeds four (4), the delegates must elect additional members to the Election Supervisory Committee so that the total number of elected members is one more than the appointed members of the Committee.

No candidate for office shall serve on the Election Supervisory Committee.

(l) On Saturday during the Convention at 8:00 a.m. on Election Day, the Election Supervisory Committee shall convene a special session of the Convention for the sole purpose of hearing from the candidates seeking office. Candidates shall be heard in the following order:

Assistant Secretary
Secretary
Assistant Treasurer
Treasurer
Vice Presidents
President

Immediately following the special session, but no later than 11:00 am, the ballots will be released by Election Buddy to each eligible delegate. Voting will close immediately at 3:00 p.m. After voting closes, the results of the election will be immediately available for each voting delegate to view.

G. REPORT OF THE ELECTION PROCEDURES COMMITTEE

- a. The Election Procedures Committee shall submit a report in writing on the first day of the Annual Meeting to the delegates. This report shall consist of the names of those persons who have been determined to be eligible to serve as Officers and Executive Committee Members.
- b. **SAMPLE COMMITTEE REPORT:** “The Election Procedures Committee of the _____ State/State Area Conference is pleased to submit the following report. (Candidates should be listed in alphabetical order by last name, see sample on next page)

Members of the Executive Committee

Lula Becker
Thomas Stevens

Assistant Treasurer

Caleb Marshall
Rachael Warrington

Treasurer

Samuel Carter
Paul Douglas

Assistant Secretary

Paul Jones
Mable Jordans

Secretary

Mary Allison
Barry Martin

Third Vice President

No Candidate

Second Vice President

Mary Alison
Barry Martin

First Vice President

Walter Adker
Helen Jones

President

William Fuller
Paul Roberts

H. Candidate Speeches

1. After the report of the Election Procedures Committee each candidate who is running for a position for which there is a challenger may give a brief speech. A set and equal amount of time, to be determined by the Election Supervisory Committee, is to be afforded each candidate. Should a candidate chose not to speak, the other candidate can only use the time that was allotted to them.

I. Requesting National Office Assistance

1. Up to 14 days prior to the Annual Election, any candidate may contact the VP, Field Operations, or their Designee, in writing for an interpretation of any election procedure established by the State/State Area Conference that is not clear and/or in conflict with the Constitution and Bylaws for Units of the NAACP.

2. "Authority of the National Office. The National Office shall have authority to intervene at any time during the period leading up to the State Conference election. Such authority includes suspending the process and instituting corrective action to assure that the rights of all members are protected." **ARTICLE IX, SECTION 1(B)[1]{H} OF THE BYLAWS FOR UNITS.**

NAACP

VOTING

A. PROCEDURE

1. Voting Delegates

Only delegates from units in good standing with the State/State Area Conference are eligible to vote.

The names of all properly elected delegates, from all registered units in good standing, should be emailed to the National Office no later than 3 weeks prior to the Opening date of the State Conference Convention.

Note: Delegate names must be collected during registration and submitted using an Excel Spreadsheet to the National Office. (National will provide the excel document) The document must include the delegate's full name, email and mobile phone number. Please email this information to election@naacpnet.org.

2. Role of the National Office

In accordance with the vote of the National Board of Directors, the National Office will conduct all State Conference elections via Election Buddy.

All delegates will vote via electronic ballot, issued to email and mobile phone number provided on the excel spreadsheet mentioned above.

The Election Supervisory Committee will collaborate with the National Office to ensure that each delegate receives a ballot from election buddy. This committee will be the point of contact for delegates and will communicate with National any corrections on delegate names and/or contact information.

B. CHALLENGED BALLOTS

1. Challenged ballots will be given to a delegate who wishes to vote but does not have the proper credentials present or the status of the unit being in "good standing" has been challenged.
2. Challenged ballots will be reviewed by assigned National Staff members in conjunction with the State Secretary. If proper credentials can be verified and the delegate was overlooked in receiving a ballot, an electronic ballot shall be provided.

ELECTION RESULTS

- a. Election results are immediately available to all voting delegates at the close of the State/State Area Conference election. Click the link provided either by email or text message to access the results.

NAACP Election Ballot: New election results notification. See results here - ebv.io/results/V4M2X6N5BSN5

The screenshot shows the 'Confirmation' page of the ElectionBuddy interface. At the top, there is a language dropdown menu set to 'English'. Below the navigation bar, the NAACP logo and 'Election Ballot' text are displayed. The main content area says 'Thank you!' and provides submission details: 'Submitted: January 29, 2025 at 07:10 pm' and 'Confirmation code: 054368cf64f580b'. A prominent orange button labeled 'VIEW RESULTS' is centered. At the bottom, contact information for Virtual Elections is provided: 'election@naacpnet.org'.

The screenshot displays the results page for the 'NAACP CT State Conference Election (Test)'. It features 'Download' and 'Print' buttons at the top. The title is 'NAACP Election Ballot' with the date and time: 'January 29, 2025 at 7:10pm - January 29, 2025 at 7:10pm (GMT-05:00) EASTERN TIME (US & CANADA)'. Status indicators show 'Ended' and 'All Votes Cast'. The results for the 'President' position are shown in a table:

| President | | |
|-----------------|------------------------------------|---------|
| PLURALITY | 1.0 vote tallied and 0 abstentions | |
| Will Smith | 1.00 votes | 100.00% |
| Martin Lawrence | 0.00 votes | 0% |

A yellow banner at the bottom of the results section states: 'Will Smith wins with 100.00% of the votes which meets the requirement of the most votes.'

APPEAL FOR NEW ELECTION

FILING THE COMPLAINT

Pursuant to Article IX, Section 2 of the Bylaws for Units of the NAACP:

- (a) “In the event of election controversy, all parties thereto shall submit complaints to the National Office. Said complaints must be postmarked no later than ten (10) days following the date of the election in question. The complaints must be signed by at least twenty-five (25) voting delegates who were in attendance at the Convention. Said delegates must represent at least five (5) units registered at the Convention.”
- (b) The National Officer will institute an investigation into the matter, and should a determination be made that the complaint is frivolous or completely devoid of merit, or that the election result could not have been otherwise even if the allegations alleged are assumed to be true, then the National Office shall within thirty (30) days, or as soon thereafter as possible, dismiss the complaint and inform all parties forthwith that the installation of officers might be held.
- (c) Should the National Office be unable to dismiss the Complaint because the charges appear to have merit and as such, the results of the election might have been otherwise had the alleged violations not occurred, then the matter will be referred to the Chairman of the Committee on Membership and Units of the Board of Directors, who will designate a Hearing Panel.
- (d) Pending resolution of the dispute, the officers whose terms were to have expired with the new election, will continue to function.

INSTALLATION OF OFFICERS

The installation meeting is an important occasion and should be held within a brief time after the annual meeting. However, should the State/State Area Conference choose not or fail to have an installation program, it shall not hinder or prohibit elected officers

Suggested Installation Oath

“I solemnly swear to discharge to the best of my ability the responsibilities of office in the National Association for the Advancement of Colored People, in accordance with its Constitution and Bylaws and the decisions of its governing bodies.

I dedicate myself anew to its principles of equality and justice under law. **I shall try always to keep the goals of the NAACP above any purely personal or individual interest that might hinder the attainment of those goals.** I ask the continued help of Almighty God in keeping this pledge.”

Election Procedures Committee

"In each even numbered year, the delegates at the Annual Convention of each State/State Area Conference shall elect seven delegates to the Election Procedures Committee which shall be responsible for the election process leading up to the State/State Area Conference election in the odd numbered years. No more than two (2) State/State Area Conference officers or Executive Committee members shall be elected to the Election Procedures Committee. The Committee shall conduct an organizing meeting during the Convention at which time they shall elect a chairperson and secretary. Members of the Election Procedures Committee are not prohibited from filing a nominating petition." Article IX, Section 1(b)[1]{a}, Bylaws for Units.

| | | |
|------------|-----------|--------------|
| First Name | Last Name | Name Of Unit |
| Address | | |
| City | State | Zip Code |
| Phone | Email | |
| First Name | Last Name | Name Of Unit |
| Address | | |
| City | State | Zip Code |
| Phone | Email | |
| First Name | Last Name | Name Of Unit |
| Address | | |
| City | State | Zip Code |
| Phone | Email | |
| First Name | Last Name | Name Of Unit |
| Address | | |
| City | State | Zip Code |
| Phone | Email | |

| | | |
|------------|-----------|--------------|
| First Name | Last Name | Name Of Unit |
| Address | | |
| City | State | Zip Code |
| Phone | Email | |
| | | |
| First Name | Last Name | Name Of Unit |
| Address | | |
| City | State | Zip Code |
| Phone | Email | |
| | | |
| First Name | Last Name | Name Of Unit |
| Address | | |
| City | State | Zip Code |
| Phone | Email | |
| | | |
| First Name | Last Name | Name Of Unit |
| Address | | |
| City | State | Zip Code |
| Phone | Email | |
| | | |
| First Name | Last Name | Name Of Unit |
| Address | | |
| City | State | Zip Code |
| Phone | Email | |