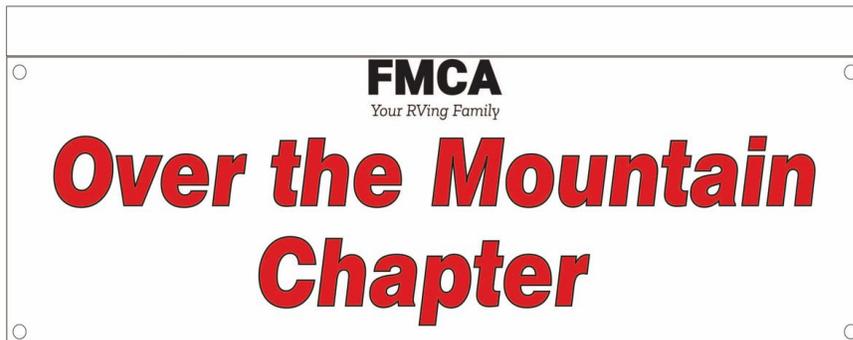


	POLICIES AND PROCEDURES	INDEX NO. 3026	APPROVAL LEVEL EB
	SUBJECT New Chapter Presentation	EFFECTIVE 3/2025	SUPERSEDES 8/2024
	SPECIAL DISTRIBUTION		

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 President or their designee. The Family RV Association standard banner is a 2'x6' vinyl banner with the official chapter name as indicated in Family RV Association records.



PROCEDURE

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