

## Check List

### Tejano Democrats New Chapter Formation

- \_\_\_\_\_ Membership Forms for each member—signed and completed, along with VR numbers,
  
- \_\_\_\_\_ Official Membership Roster Form—(you may use your excel spreadsheet as your Membership Roster Form however, you **must** add the following language to the bottom of your excel spreadsheet: “ \_\_\_\_\_(Chapter chair) hereby certify that the names and information on this roster are true and correct and that full payment of the \$15.00 State Dues per person were made. Officer Signature: \_\_\_\_\_  
Date: \_\_\_\_\_ Phone (\_\_\_\_)\_\_\_\_\_.
  
- \_\_\_\_\_ Notarized Roster Form.
  
- \_\_\_\_\_ Minutes of First Meeting where officers were elected.
  
- \_\_\_\_\_ Check for Chapter Dues (\$15 per person)
  
- \_\_\_\_\_ Electronic Form in excel format provided by State. Electronic form may be emailed, provided by CD or Flash drive.
  
- \_\_\_\_\_ **DEADLINE**—packet must be **postmarked no later than** \_\_\_\_\_  
to meet the requirements to vote at the next meeting.

*Please make sure that your Roster includes the following information:*

- *Member's full name (Not Mrs. Juan Sanchez but Rosario Sanchez)*
- *Voter Registration Number (should also be on individual membership forms)*
- *Complete mailing address for each member, and*
- *Senatorial District Number for each member.*

**Forms must be signed by member. Unsigned forms will be disqualified and not included in chapter voting strength. Forms without Voter Registration numbers will also be disqualified and not counted in chapter voting strength.**