



TRAINING HANDOUTS

Area Governor



Prepared by: Ron Saltgaver

Form020Br101160826 [Compatibility Mode] - Word

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Ronald Saltgaver

SIR BRANCH ADMINISTRATIVE PERSONNEL FOR YEAR 2017 FOR BRANCH NO 101

Please read "Form 20a Instructions" before you start. It only takes a minute and it helps all of us if the form is filled out correctly. Immediately after the election of Branch Officers or when you know who these administrators are, even if some positions may not yet be filled, submit this Form 20 to the State Roster Committee Chairman. It is due no later than August 31. Submit via Email attachment or US Mail. Send copies to your Area Governor and Regional Director. Report changes only as they occur during the ensuing months. Please make every effort to provide Email addresses, and enter them in CAPITAL letters with out hyperlinks. Email addresses are essential for SIR communications.

The State Roster Chairman is Dwight Sale, 109 La Mesa Dr, Burlingame CA 94010
His Email is DWIGHT.SALE@COMCAST.NET

LUNCHEON MEETING INFORMATION		BRANCH EXECUTIVE COMMITTEE MEETING INFORMATION	
		If same as Luncheon then put in same for "Establishment" and put in the correct start time.	
Establishment	Elks Lodge #2117	Establishment	Same
Street Address	940 Larkspur Dr.	Street Address	
City	Livermore	City	
ZIP	94551	ZIP	
Week of Month	First	Week of Month	
Day of Week	Tuesday	Day of Week	
Lunch Start Time	11:30 AM	Mtg. Start Time	1:30 PM
BIG SIR		LITTLE SIR	
First MI Last	Graham Thomas	First MI Last	Open
Nickname		Nickname	
Wife	Cindy	Wife	
Telephone	925-784-7476	Telephone	
Address, Street or PO Box	1679 Quail Ct.	Address, Street or PO Box	
City	Livermore	City	
ZIP	94550	ZIP	
EMAIL	gcacthomas@comcast.net	EMAIL	
Joined Date	1/1/2013	Joined Date	
BRANCH SECRETARY		BRANCH TREASURER	
First MI Last	Open	First MI Last	Fred Coffield
Nickname		Nickname	
Wife		Wife	Joni
Telephone		Telephone	925-216-0227
Address, Street or PO Box		Address, Street or PO Box	1126 Lomas Ave.
City		City	Livermore
Zip		Zip	94550
EMAIL		EMAIL	fcoffield1@comcast.net
Joined Date		Joined Date	7/2/2013

Continued on next page
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Form 20, 7/3/16

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Ronald Saltgaver

Form 20 Continued
SIR BRANCH PERSONNEL FOR YEAR 2017 FOR BRANCH NO 101

BULLETIN EDITOR		WEBMASTER	
If Rep from another Branch, list only Name, Branch No., Telephone and Email		If Rep from another Branch, list only Name, Branch No., Telephone, Email and Web URL	
First MI Last	Ron Saltgaver	First MI Last	Ron Saltgaver
Nickname		Nickname	
Wife	Pat	Wife	Pat
Telephone	925-443-0693	Telephone	925-443-0693
Address, Street or PO Box	777 Lido Dr.	Address, Street or PO Box	777 Lido Dr.
City	Livermore	City	Livermore
ZIP	94550	ZIP	94550
EMAIL	saltgaverjob@comcast.net	EMAIL	saltgaverjob@comcast.net
Joined Date	2/4/2007	Joined Date	2/4/2007
Bulletin Name		Website URL	
TRAVEL CHAIRMAN		MEMBERSHIP CHAIRMAN	
If Rep from another Branch, list only Name, Branch No., Telephone and Email			
First MI Last	Bill Britton	First MI Last	Bruce Nevin
Nickname		Nickname	
Wife		Wife	Dolores
Telephone	925-443-1913	Telephone	925-443-3807
Address, Street or PO Box		Address, Street or PO Box	1027 Auburn St.
City		City	Livermore
Zip		Zip	94550
EMAIL	bill.britton@comcast.net	EMAIL	4rbnevin@comcast.net
Joined Date	unknown	Joined Date	3/6/2001

Submitted by John Pitts

Date 08 26 2016
Format mm dd yyyy

PAGE 1 OF 2 512 WORDS

FORM 29

Audit for the year: _____ Branch: _____ Area: _____ Region _____

Upon completion, this audit report and Form 28 – Cash Report – for December of the audit year, is to be submitted to the Area Governor, and to others as indicated in the form, by February 10 of the year following the audit year. This report is intended to be used with the current version of Form 28.

1.0 Summary of Receipts and Disbursement per December Form 28:

- a. Total Cash at beginning of year (Line 1 YTD) _____
- b. General Receipts for year (Line 2 YTD) _____
- c. Total Disbursements (Line 3 YTD) _____
- d. Custodial Receipts (Line 5 YTD) _____
- e. Custodial Disbursements (Line 6 YTD) _____
- f. Total Cash at end of year (Sum of a + b - c + d - e) _____

2. Branch Cash Elements at Year End per December Form 28

- a. Checking _____
- b. Savings _____
- c. Other (Petty Cash, etc.) _____
- d. Total* _____

* Note – Cash Elements Total at the Year End on December 28 (2.d above) must equal Total Cash at end of year (1.f above and Line 8 December Form 28)

The Branch Cash Elements at the end of the audit year were verified from the follow:

- Checking Account Statement _____ Bank
- Savings Account Pass Book _____ Bank
- Checking Account Statement _____ Bank

All Transaction were found to be in order, except as noted elsewhere.

Signed, Audit Committee:

Date _____

Branch Audit Report (continued)

The Branch Audit Committee shall also prepare the following review:

Item	Yes	No
1. Has the Total Cash Balance (Form 28 Line 8) been properly detailed	___	___
2. Have any funds been improperly solicited? (Solicitations of Business, or solicitation of funds by any person or persons at any luncheon or other social meeting of the Branch for support of, or contributions to, an any cause, crusade, or any charitable or civic project, however worthy, is prohibited	___	___
3. Does the Branch Treasurer maintain separate accounting for each activity such as trips, Ladies Days, etc.?	___	___
4. Are all Branch Activities such as travel, bowling, golf, etc. financed by the participants and not the Branch?	___	___
5. Does the Branch Treasurer maintain a Property Record for such items as Microphone, Office Equipment, etc., which have been purchased by Or donated to the Branch?	___	___
6. Is the Branch Treasurer provided with a quarterly report from the person(s) handling Rooster (for sale) items?	___	___
7. Does the Branch Treasurer maintain a ledger showing the receipts and disbursements for the Branch operations?	___	___
8. Is the Branch being financed correctly?	___	___

Distribution (both pages) Area Governor, Branch Treasurer, Branch Secretary

Area Governor Quarterly Report sample Area: 24 Region: 06

Branch #: 128 Big SIR: Ernest R. Fierro

1. Finances: Start of Quarter: \$9,791.91 End of Quarter: \$9,500

Custodial Balance \$72 of Max: \$10,675

2. Attendance: Last 3 Lunch: 65% 66% 64% Last Year Ave: 63%
Guests: Since Dec: 19 Last Year total: 69

3. Membership: End of December: 230 Current: 243 New Since December: 16 Goal: 231

BEC meeting is before the luncheon 7 holdovers from December

4. Beginning Qtr: Activities: 15 Ladies allowed: 4 End of Qtr – Activities: 15 Ladies: 5

5. Goals and Action Plans: Which of the branch key functions have current goals and action plans?

Recruitment

Bring Visitor Incentive Plans in Place.

Branch gives a "Fee Lunch" for bringing in a new member.

Activities

There is still a confusion on Activities. According to Ernie, there are 17 and 1 couples. I looked at their newsletter and Website and the number of advertised activities appear to be 9 with 5 seeming allowing ladies. I think the confusion is the term "Couples" may be being thought of as "Couples Only". I have sent a communication to Ernie about this. Our branch has modified this to a "Ladies Allowed" interpretation.

The branch has had business cards in the past. The supply is low so it was voted at this meeting to renew the supply and hand them out to members (new and old) at the next meeting.

Member Relations: –

Publicity/ I -- There is now a recurring monthly ad in the local Danville paper and BEC members have seen it.

6. Innovations:

This branch is having a 30th anniversary party in May to celebrate the Branch Longevity with SIR.

7. Branch Reports: Timely and Complete

8. Identify the needs,

9. Other "sticky wickets".

Filed Date: 09/30/2016

AG: Ron Saltgaver

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COVER BLANK PAGE TABLE PICTURES ONLINE SHAPES SMARTART CHART SCREENSHOT STORE W WIKIPEDIA MY APPS ONLINE VIDEOS COOP-REFERENCE COMMENT HEADER FOOTER PAGE NUMBERS TEST QUICK WORDART DROP CAPS DATE & TIME EQUATION SYMBOL

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2016_F27_M_128 (Compatibility Mode) - Excel

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FORM 27 - MONTHLY BRANCH MEMBERSHIP REPORT

Blue cells are calculated fields, passworded and locked.

Year: 2016 Report Month: DEC Region: 6 Area: 24 Branch: 128

Line	Description	Previous Years												Year Total	Year %	Min Goal	Branch Goal															
		2013	2014	2015	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep					Oct	Nov	Dec												
1	ACTIVE MEMBERS LAST MONTH (+/- Line 4 last month)	224	231	230	260	256	263	265	271	277	267	267	267	267	267	267	267	267	267	267	267	267	267	267	267	267	267	267	267	267	267	267
2	NUMBER OF MEMBERS IN	58	42	48	6	6	3	0	7	6	2																					
3	NUMBER OF MEMBERS OUT (ATTENTION)	23	43	18	2	1	1	0	1	0	12																					
4	NUMBER OF ACTIVE MEMBERS (Lines 1-3)	231	230	260	258	263	265	271	277	267	267	267	267	267	267	267	267	267	267	267	267	267	267	267	267	267	267	267	267	267	267	267
5	TOTAL NUMBER OF ACTIVITIES - including couples	15	22	22			23																									
6	NUMBER OF COUPLES ACTIVITIES	3	4	9			7																									
7	MEDIAN BRANCH AGE (Active Member)	75.5	74.8	77.5			75.6																									

Line 2 Minimum Goal: Process: review Line 3 Attrition for the past 3 years. Estimate attrition by current year-end. Add +1 gain (or other desired gain) to this estimate. Line 2 Goal. THIS IS A KEY GOAL FOR YOUR BRANCH. Membership change this year: 7

Line 4 Goal: Process: Add +1 gain (or other desired gain) to Line 4's prior year-end actual= Line 4 Goal.

LUNCHEON ATTENDANCE

Enter "LDL" above Ladies Day months --> LDL

Line	Description	LDL												Year Total	Year %	Min Goal	Branch Goal																
		2013	2014	2015	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep					Oct	Nov	Dec													
8	ACTIVE BRANCH MEMBERS IN ATTENDANCE				0	154	155	0	168	165	166																						
9	PERCENT OF ACTIVE MEMBERS IN ATTENDANCE	61%	61%	67%	0%	70%	58%	0%	61%	58%	62%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	
10	GUESTS (Guests are potential members only)	47	68	65	0	9	10	0	7	4	6																						

Line 9 Total: To exclude Ladies Days Luncheons from the Year % data enter "LDL" above the appropriate months.

Line 10 Minimum Goal: Process: Divide previous year "Guests" total by previous year "Members In" total. Result is No. of Guests needed per New Member (in blue box). Then multiply Line 2 "Min Goal for Members In" by this ratio and this = Min Goal for Guests. It is calculated for you automatically.

Previous Year Guest conversion ratio = 1.4 guests to add 1 new member. LAST MONTH'S FORM 27 REVIEWED BY BEC? YES

NOTE: All of the data in this report are to be determined after the monthly BEC and luncheon meetings. New inductions and resignations that occur after the monthly meetings shall be reported after the next BEC and luncheon meetings.

MONTHLY DISTRIBUTION: sirstateform27@gmail.com. BEC: Area Governor, Region Director, Branch RAMP Committee Chairs (Recruitment, Activities, Member Relations, Publicity). Form 27 for the month should be distributed to the list above by the 10th of the following month (Rule 167).

Form 27 Revised 1/1/2016

SUBMITTED BY: Dan Poulin
Title: Secretary Phone #:
MEETING DATE: 3/31/2016 510-628-4516

SETUP INSTRUCTIONS AND INITIAL DATA

Recommended: To keep this template "as is" for reuse in the future, first save it as a separate file to enter report data each month.

Enter the following initial data:

Branch	200
Area	0
Region	0
Report Year	2016
Beginning Cash Balance	\$100.00 (Normally the ending cash balance of previous year)
Beginning Number of Active Members	0 (Normally the ending number of active members from previous year)

Name of Branch Treasurer: Mr. Treasurer
(If a new Treasurer is appointed during the year, enter his name at the bottom of Form 28 for the first month he submits the report.)

Entering Monthly Accounts' Data:
Enter data in the "Month" column for each month's worksheet. Sub-totals, totals and YTD figures will calculate automatically.

Entering Cash Elements and Membership Data:
Enter Checking, Savings, Other, Membership and Report Date. Totals and Treasurer's name are completed automatically.

Printing and Distributing Monthly Reports:
Each monthly worksheet can be printed without further formatting. It may also be copied/saved as an individual file (Excel or PDF) for ease of distribution via email.

Default Report LATE Dates (automatically filled in - can be typed over here or on monthly report)

Jan	2/10/2016
Feb	3/10/2016
Mar	4/10/2016
Apr	5/10/2016
May	6/10/2016
Jun	7/10/2016
Jul	8/10/2016
Aug	9/10/2016
Sep	10/10/2016
Oct	11/10/2016
Nov	12/10/2016
Dec	1/10/2017

Setup Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov ...

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q					
1	FORM 28, SONS IN RETIREMENT MONTHLY CASH REPORT											200									
2	Branch	200	Area	0	Region	0															
3	Month	January	Year	2016																	
4	BEGINNING CASH BALANCE (Total Cash)											Line 1	Month	YTD							
5													\$100.00	\$100.00							
7	GENERAL ACCOUNTS																				
8	Receipts																				
9	101	Contributions									\$0.00	\$0.00									
10	102	Interest									\$0.00	\$0.00									
11	103	Other									\$0.00	\$0.00									
12	Subtotal General Receipts											Line 2	\$0.00	\$0.00							
13	Disbursements																				
14	201	Printing, Supplies etc									\$0.00	\$0.00									
15	202	Postage									\$0.00	\$0.00									
16	203	Officers' Expense									\$0.00	\$0.00									
17	204	Guest Expense									\$0.00	\$0.00									
18	205	State Board Pro Rate Assessment									\$0.00	\$0.00									
19	206	Other									\$0.00	\$0.00									
20	207	Other									\$0.00	\$0.00									
21	Subtotal General Disbursements											Line 3	\$0.00	\$0.00							
22	NET GENERAL gain/(loss)											Line 4 (2-3)	\$0.00	\$0.00							
24	CUSTODIAL ACCOUNTS																				
25	Receipts																				
26	301	Monthly Luncheon									\$0.00	\$0.00									
27	302	Special Activities									\$0.00	\$0.00									
28	303	Travel									\$0.00	\$0.00									
29	304	Bowling									\$0.00	\$0.00									
30	305	Golf									\$0.00	\$0.00									
31	306	Rooster Items									\$0.00	\$0.00									
32	307	Other									\$0.00	\$0.00									
33	308	Other									\$0.00	\$0.00									
34	Subtotal Custodial Receipts											Line 5	\$0.00	\$0.00							
35	Disbursements																				
36	401	Monthly Luncheon									\$0.00	\$0.00									
37	402	Special Activities									\$0.00	\$0.00									
38	403	Travel									\$0.00	\$0.00									
39	404	Bowling									\$0.00	\$0.00									
40	405	Golf									\$0.00	\$0.00									
41	406	Rooster Purchase									\$0.00	\$0.00									
42	407	Other									\$0.00	\$0.00									
43	Subtotal Custodial Disbursements											Line 6	\$0.00	\$0.00							
44	NET CUSTODIAL gain/(loss)											Line 7 (5-6)	\$0.00	\$0.00							
46	ENDING CASH BALANCE (Total Cash)											Line 8 (1+4+7)	\$100.00	\$100.00							
48	CASH ELEMENTS		MEMBERSHIP																		
49	Checking	\$100.00	Active	0																	
50	Savings	\$0.00	Includ. MLPS																		
51	Petty Cash	\$0.00																			
52	Other	\$0.00																			
53	Total	100.00	2/10/2016		Mr. Treasurer																
		Setup	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	...							



SONS IN RETIREMENT, INCORPORATED FORM 15

EXPENSE CLAIM VOUCHER

CLAIMANT -	TITLE -	BADGE NO.-	BRANCH NO.-
------------	---------	------------	-------------

ADDRESS -	ZIP -	PHONE -
-----------	-------	---------

Expenses incurred for (check one) - State Board Branch

Date	Visit to/attendance at Location	Purpose	Tolls	Lodging	Miles	Meals	
						B'fast Dinner	Lunch
TOTAL							

OTHER:	\$ Amount		\$ Amount	
Postage & Delivery		Total miles @ \$ per mile = Mileage		
Copies & Printing			Tolls	
Supplies		For mileage pertaining to SIR State business accrued thru 4/30/13, insert 0.50 (\$ per mile). For mileage accrued after that, insert 0.35 (\$ per mile). Branches may also use the State policy or	Lodging	
Area Meetings/Branch Training			Meals	
Miscellaneous			Phone	
TOTAL OTHER			Other	
TOTAL				

I certify that the above claimed expenses were incurred in the performance of official business of SONS IN RETIREMENT, INC.

Signed: _____ Date: _____

Approved: _____ Date: _____

NOTE: Forward expenses incurred for the **SIR State Organization** to the State Vice President for approval and processing. The SIR State reimbursement policy is detailed in Rule 38 on the next page.

Submit **Branch Expenses** to the Big Sir or if unavailable, the Little Sir, for approval and processing. The Branch reimbursement policy is covered in Rule 46 on the next page.

STATE EXPENSES --

RULE 38. State-related expenses incurred by SIR members must be authorized by the State and be filed on Form 15 - Expense Claim Voucher during the year of expenditure, by the quarter, preceding April 15th, July 15th, October 15th, and not later than January 15 of the following year except with prior authorization, and submitted to the State President or his designee per Rule 816. Approved vouchers will be sent to the State Treasurer for payment. Revised (1/17/12, 6/4/13)

- a. All reimbursable expenses except mileage must have receipts or explanations for more than \$15.00: Revised 6/4/13
 1. Mileage: Personal motor vehicle usage at the reimbursable rate shown on the Expense Claim Voucher. (Revised 6/10/08), (6/5/12), 6/4/13
 2. Tolls: Bridge and road tolls.
 3. Lodging: For trip over 100 miles one way. (Revised 6/4/13)
 4. Meals: Actual cost including gratuity, but not including alcoholic beverages.
 5. Telephone: Long distance charges. (Revised 6/4/13)
 6. Other items as follows:
 - (a) Postage: Mailing and other delivery charges. (Revised 6/4/13)
 - (b) Copies and Printing: Purchases of printed supply pursuant to one's SIR responsibilities. Copies or documents produced on personal copier or printer, at \$0.10 per side. Explain. (Revised 6/4/13)
 - (c) Supplies: Such as envelopes, blank labels, etc. (Revised 6/4/13)
 - (d) Area meetings and Branch Training: Coffee and donut holes purchased by the Area Governor for Branch personnel attending the annual Branch Officer Training session and the Area meetings required by Rule 895, and meeting room rental fees when a free meeting room is not available. (Revised 6/4/13)
 - (e) Miscellaneous: (Revised 6/4/13)
- b. Non-reimbursable expenses include the following:
 1. Attendance at own Branch meetings or other functions.
 2. Meals for spouses.
 3. Alcoholic beverages.
 4. Set-up or printing of personalized stationery.
 5. Computer hardware, software or supplies unless pre-authorized by the State President or his designee.

BRANCH EXPENSES --

RULE 46. Expense Claim Voucher - Form 15 - for Branch expenses shall be submitted for approval to the Big Sir or if unavailable, the Little Sir. Expense reimbursement policy pertaining to purely Branch business shall be consistent with the SIR policy as detailed in Rule 38, or individual Branches may set their own policy by regulation.

DJS_SIR_Branch_AG_Tracking_20141011.doc
Modified on September 16

SIR GOVERNOR INSTRUCTIONS FOR AG TRACKING (remove page before sending copies to SIR Regional Director and SIRAGCHECKLIST@GMAIL.COM)

1. Replace the Date, AREA and Governor with your own
2. Change the Branch numbers, Big Sirs, Meeting Location, and Date/Time for your branches. Copy the table to a second page for more branches.
3. The main tracking area JAN-DEC is to record you have received the required branch forms each month: Form 27, Form 28, Newsletter, and Minutes.
4. There are two required quarterly reports: from each Big Sir, and your summary to your Regional Director. Rule 168 & Rule 800. The AG Tracking sheet should be included as part of the AG Quarterly Report.
5. Three key Survivability indicators can be tracked quarterly: Number of Activities, Number of Function committees (Recruitment, Publicity, Activities, Member Relations), and the Form 27 Line 11 Goal. The Line 11 Goal should be net membership plus one.
6. Does the branch use SIR Cards, TriFolds and other recruiting tools.
7. Does the image of the branch luncheon registration area include SIR Banner and Table Top Activity Posters for sign-ups?
8. The Area Roster should be created for next year after August Elections, and updated in February. Guideline 890.81
9. Has the branch Nominating Committee started? They can use the Website Four Steps to Recruiting Leaders.
10. Have Branch Audits been completed? Rule 255/257
11. Branch Rosters sent to distribution list by 2/28.
12. Did Branch Secretary send a notice that all files have been transferred from old officers to new officers?
13. Branches propose candidates for Area Governor Election in August. Rule 794.

Write a comment
Post
Dean Steichen will be notified.

Comment on specific areas
See something that needs work? Leave a comment on the file.
Show me how

DJS_SIR_Branch_AG_Tracking_20141011.xls
Modified on September 16

SIR AREA GOVERNOR: BRANCH TRACKING SHEET YEAR: _____ PAGE

#																	
AREA:	REGION:	BRANCH #				BRANCH #				BRANCH #				BRANCH #			
GOVERNOR:		BIG SIR --															
Branch/Name/Location																	
Branch BEC Date/Time																	
Branch Lunch Date/Time																	
Form or Item #	27	28	News	Minutes	27	28	News	Minutes	27	28	News	Minutes	27	28	News	Minutes	
Rule #	157	216	272	175	157	216	272	175	157	216	272	175	157	216	272	175	
JAN																	
FEB																	
MAR																	
APR																	
MAY																	
JUNE																	
JULY																	

Write a comment
Post
Dean Steichen will be notified.

Post a comment to start a discussion.
@Mention someone to notify them.

Sheet1

Browser window showing a spreadsheet titled "DJS_SIR_Branch_AG_Tracking_20141011.xls". The spreadsheet has columns 1-4 and 1-4 repeated. Rows include: QTR REPT from BIG SIR, QTR REPT to REG DIR, # ACTIVITIES QTRLY, FRM27 LN 11 GOAL +1, # FUNCTION CMTEES, USE CARDS, TRIFOLDS, BANNER, TABLE POSTER, AREA ROSTER Sep &Feb, NOM COMM Rule 130, AUDIT Rule 255/257, BR ROSTER by 2/28, RECD XFER by JAN MTG, AREA GOV. ELECTION.

Comments sidebar on the right:

- Write a comment
- Post
- Dean Steichen will be notified.
- Post a comment to start a discussion.
- @Mention someone to notify them.

Excel spreadsheet titled "SIR_Area_Contact_Roster_10100A - Excel". The spreadsheet lists contact information for various roles and positions.

No.	Position	Name	Phone	E-mail Address
13	State Asst. State Treasurer	Jim Johnson	916-961-8092	lammieajohnson@yahoo.com
14	State Insurance	Angelo Coers	916-472-6950	angjan@bcglobal.net
15	State Regional Director	Ed Benson	925-943-7011	EBensonBWA@comcast.net
16	State Regional Support			
17	A24 Area Governor	Ron Saltgaver101	925-443-0993	rsaltgaver@comcast.net
18	State Growth And Membership	Ed Benson	925-943-7011	EBensonBWA@comcast.net
19	State Area Activities Chair			
20	State Bocce	Jack Meylink	530-305-9112	
21	State Bowling	Jerry L. Sabo	510-790-3125	
22	State Computer & Tech CoCh	Dean Steichen	925-820-3573	DJSteich@comcast.net
23	State Fishing			
24	State Golf	Bill William	415-479-6028	bill@BillAndBev.com
25	State Project 2016	Ed Benson	925-943-7011	EBensonBWA@comcast.net
26	State Speakers Exchange			
27	State Sporting Events	Lee May	559-709-9851	lmay@ymail.com
28	State Travel	Robert Spellman	925-634-6429	rob@spellman.net
29	No. Position	Name	Phone	E-mail Address
30	54 1st Thru:San Ramon Golf Lun:11:15	San Ramon	BEC 1:30	
31	Big Sir	Carl Churilo	925-967-8177	CARL@CHURILCO.com
32	Little Sir	John Parker	925-846-2416	JACKNEV@aol.com
33	Secretary	Roy Nelson	925-462-5957	NELCOFIN@aol.com
34	Treasurer	Tom Reif	925-484-3091	TOM@REIF-US
35	Activities Chairman			
36	Attendance Secretary	Bill Hurley	925-637-7798	SIR34Lunch@yahoo.com
37	Newsletter Editor	Richard Osborne	925-629-4083	
38	Ladies Luncheon Chair	Don Barfel	925-600-0604	X5135PALM sbcglobal.net
39	Member Relations Chair	Tam Kiffey	925-240-0071	HTLEY12@pacbell.net
40	Mentorship Secretary	Don Barfel	925-600-0604	X5135PALM sbcglobal.net
41	Program/Speakers Chair	John Parker	925-846-2416	JACKNEV@aol.com
42	Publicity & Image Chair			
43	Recruitment Chair	Don Barfel	925-600-0604	X5135PALM sbcglobal.net
44	Support Coordinator			
45	Travel Chairman	Richard Small	925-462-1204	RSMALL70@comcast.net
46	Web Master	Richard Osborne	925-629-4083	RichOsborne@outlook.com
47	No. Position	Name	Phone	E-mail Address
48	1st Thru: Youth/Active Club	I. Auermon	BEC 1:30	



FORM 44
CANDIDACY FOR AREA GOVERNOR

Please refer to Rule 155, which requires the Executive Committee of each Branch in the Area to select a member that it proposes for Area Governor, and the recommended qualifications for the office. Also see Rules 794-796, which describe how the Area Governor's election should be conducted.

Branch Nominee

By majority vote, the Executive Committee of Branch No. - _____

selected at its meeting on (date) - _____

the member listed below as its nominee for Area Governor of Area - _____

for the year - _____

Name - _____
 First MI Last Nickname Spouse

Address including ZIP - _____

Telephone including Area code - _____

Email address in CAPITAL letters - _____

Date joined SIR - _____
 MM/DD/YYYY

Qualifying Branch Position - _____
 (Big Sir, Little Sir, etc.) Year(s)

Detailed background on his service in SIR is presented in the attached résumé.

Submitted by:

Signed _____ Printed _____
 Big Sir or Branch Secretary Name Date

**Forward this form, with the résumé attached,
to your current Area Governor.**



SONS IN RETIREMENT

Declaration of Candidacy for State Elected Office

(This form must be submitted prior to April 15)

To: Chairman, SIR State Nominating Committee

Please consider this application for nomination to serve in the position indicated below:

<input type="checkbox"/> President	<input type="checkbox"/> State Secretary	<input type="checkbox"/> State Treasurer
<input type="checkbox"/> Vice President	<input type="checkbox"/> Asst. State Secretary	<input type="checkbox"/> Asst. State Treasurer

Candidate's personal information (please print):

Full name - _____ Nickname - _____ Spouse - _____

Mailing address including ZIP - _____

Phone including Area code - _____

Email address - _____

Current position or other status within SIR - _____

If the candidate is seeking the office of President or Vice President, he has reviewed the eligibility requirements in Rules 768 and 768.1, and meets those requirements, and is willing to serve if nominated and elected. A candidate for another position needs only to be an active member of SIR and be willing to serve in that capacity if nominated and elected.

_____	_____	_____
Signature	Badge No.	Branch No.
_____	_____	
Date submitted	SIR reference (optional)	

Pertinent background data such as SIR experience, honors and awards, and positions held at Branch and/or State levels should be attached hereto in support of the candidacy. The nominating and election procedures are outlined in Rules 765 thru 774.

Candidate will receive acknowledgment of this application promptly after receipt by the Chairman.