SIR Form 20 Instructions.
9/9/19
Line by line suggestions for filling in Form 20

Submit to INFOSYS Roster Chairman (see the form for address) and send copies to your Regional Director and Area Governor prior to August 31. Do this even if you have not yet had elections. Your Branch Nominating Committee should know who these administrators are. Submit even if incomplete as you can always revise.

Don’t forget to fill in the YEAR and BRANCH at the top.

1) LUNCHEON MEETING INFORMATION
a) Establishment-
   i) Name of establishment where the Branch members meet for the monthly luncheon meeting. Not the Branch corporate address.
   ii) Remember, if your Branch meets at an Elks Lodge it is Lodge not Club
b) Street address-The physical street address even if they don’t have a USPS street address. Should be locatable using Map programs or a GPS system. People need to find you.
c) City and Zip are pretty obvious
d) Week of Month-Like “3rd”
e) Day of Week-Like “Tuesday”
f) Lunch Start Time-The time members sit down and start lunch and not the cocktail hour.

2) BRANCH EXECUTIVE COMMITTEE MEETING INFORMATION
a) Establishment-
   i) If same as Luncheon then put “SAME” in the establishment and skip to f).
   ii) Name of establishment where the Branch BEC meets for the monthly BEC meeting. Not the Branch corporate address.
   iii) Remember, if your Branch BEC meets at an Elks Lodge it is Lodge not Club
b) Street address-The physical street address even if they don’t have a USPS street address. Should be locatable using Map programs or a GPS system. People need to find you.
c) City and Zip are pretty obvious
d) Week of Month-Like “3rd”
e) Day of Week-Like “Tuesday”
f) BEC Mtg. Start Time- The time members sit down to start the BEC meeting.

3) BIG SIR
a) First, Mi, Last
   i) Avoid nick names. Some names may be used for corporate submittals to government agencies and nick names are inappropriate.
   ii) Mi may be a name as in “T. Bones Pickens”. In this case First would be “T.”
   iii) Be sure to get names like “de Paul” or “De Paul” or “DePaul” are correct. Good idea to check with the individual.
b) Nickname-Leave blank if none.
c) Wife-or companion. Usually just the first or nick name.
d) Telephone-Include the area code. SIR standard is like this- “650-685-6971”
e) Mail Address-Like “109 La Mesa Dr” or “PO Box 109”
f) City
   i) Like “Burlingame”
   ii) If city is in Nevada add “NV” like “Carson City, NV”
g) Zip
   i) Like “94010”
   ii) Add zip extension (+4) if known. Like “ 94010-5919”
SIR Form 20 Instructions
Continued

h) Email
   i) Prefer all printed capital letters to avoid misinterpretation. Note: Email addresses are not case sensitive.
   ii) Remove hypertext (the blue underlined text) if it appears and you know how.
   
i) **Joined Date** - Date member joined SIR. 4/12/17 or 4/17 if day is not known.

4) **LITTLE SIR** - Like Big Sir

5) **BRANCH SECRETARY**
   a) Like Big Sir except:
   b) If Mail Address is a PO Box also show the physical street address. Required because this is also your Branch corporate address which cannot be a PO Box.

6) **BRANCH TREASURER**
   a) Like Big Sir except:
   b) If Mail Address is a PO Box also show the physical street address. Required because this is also your Branch corporate address which cannot be a PO Box.

7) **BULLETIN EDITOR**
   a) Like Big Sir except
   b) If he is a representative from another branch just list his name and branch number.
   c) **Bulletin Name** like “The Rooster Crows”

8) **WEBMASTER**
   a) Like Big Sir except
   b) If he is a representative from another branch just list his name and branch number.
   c) **Website URL** like “branch59.sirinc2.org”

9) **TRAVEL CHAIRMAN**
   a) Like Big Sir except:
   b) If he is a representative from another branch just list his name and branch number.

10) **MEMBERSHIP CHAIRMAN**
    a) Like Big Sir except:

11) **RECRUITING CHAIRMAN**
    a) Like Big Sir except:

12) **ACTIVITIES CHAIRMAN**
    a) Like Big Sir except:

13) **MEMBER RELATIONS CHAIRMAN**
    a) Like Big Sir except:

14) **PUBLICITY CHAIRMAN**
    a) Like Big Sir except:

15) **NOMINATING COMMITTEE CHAIRMAN**
    a) Like Big Sir except:
16) **EMAIL CONTACT** <---No longer on the form 20 as of 6/12/15

Submit to INFOSYS Roster Chairman (see the form for address) prior to August 31. Do this even if you have not yet had elections. Your Branch Nominating Committee should know who these administrators are likely going to be. Submit even if incomplete you can always revise.

**No August meeting.** If your branch has an “In Lieu event” in August like a picnic then you have your election in July instead of August. Never September as that is too late for form20 information that is published in October.