SIR Form 20A Instructions.

9/2/2020

Line by line suggestions for filling in Form 20

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. Submit even if incomplete 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) **BIG SIR**
   a) **First, Mi, Last**
      i) Avoid nick names as first name. 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 “PO Box 109” or "109 La Mesa Drive" *(be sure to include suffix like "Drive")*
   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”
   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. 4/12/20 or 4/20 if day is not known.

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

4) **SECRETARY**-
   a) Like Big Sir
   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.

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

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

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

9) **MEMBERSHIP CHAIRMAN**
   a) Like Big Sir

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11) **No August meeting?** If your branch has In Lieu event in August like a picnic then you must have your election in July instead of August. Never hold the election after August as that is too late for form20 information that is published in October.