

ANNUAL MEETING PACKET CONTENT EXPLANATION

You have just received your 2012 Annual Meeting Club Participation packet. In order to assist you in working through the enclosed materials, we have included this memo which outlines the enclosed contents, their function, what to do with them, and deadlines. All forms are available at our website: www.montanawildlife.org and can be submitted electronically to: mwf@mtwf.org

- Participation Checklist:** (Ivory): There is a 'Participation Checklist' enclosed for your own use to 'check off' each of the needed steps described within this package.

- Resolutions:** (white) Resolutions must be submitted by the deadline. All resolutions submitted after the deadline may only be considered through a process involving a special vote of Annual Meeting Delegates. Sample of resolution format is included. For more details about resolutions please see the letter dated January 24, 2012. **DEADLINE: February 24, 2012**

- Conservation Award Nominations Form** (white): For decades the MWF has annually honored the achievements and contributions of individuals and organizations who have exemplified the values of Montana's sportsmen and women. A "Conservation Awards Nomination" explanation sheet is enclosed. Please feel free to copy these forms and distribute them. Nomination can be submitted by anyone using the enclosed form. **DEADLINE: March 28, 2012.**

- By-Law Changes:** There are no forms enclosed for proposing changes to the By-Laws. If you have suggestions for changes, they must be submitted to MWF offices by the deadline. Proposed Bylaw changes submitted after the deadline will only be considered through a process involving a special vote of Annual Meeting Delegates. **DEADLINE: March 28, 2012**

(over)

- Please Read: The Dues/Voting Privileges/Delegates Process** (Salmon): This explains the process for Voting, Selecting Delegates and submitting dues. Some of it is repetitive from other enclosures.

- RE-CAP Form** (Yellow): The Re-Cap (Club Annual Participation) Form should be filled out once your club has selected your voting delegates to the Annual Meeting. You are allotted 2 delegates for the first 100 members in your club and then another delegate for each successive 100 members (all members must be paid). Voting privileges are carried by all delegates who are empowered to vote on all Resolutions and election of MWF Officers. **DEADLINE: March 28, 2012.**

- Club Officers' Form** (Green): Please include in your return information a filled out Officer's Form for your club. These names are added to our "Major State-Activists" mailing list and they will receive throughout the year key information and communications about issues and activities. If you have chosen an individual to represent your club at MWF Annual Meetings, please include their name/address on this list also. **DEADLINE: March 28, 2012**

- Club Dues**: Clubs must submit their Dues and a list of Club Members in order to receive Annual Meeting credentials and the ability to vote. **DEADLINE: April 1, 2012.**

- Auction Item Donation form**: If you have an item and/or a service to donate for the Annual Fundraising Event we would appreciate your supportive contribution.

- ❖ **Pre-Registration**: Annual Meeting Agenda and Pre-registration forms will be sent in March. We encourage pre-registration for all attendees as it will speed the process to ensure smooth transitions of the event. **Pre-Register by April 8, 2012.**

- ❖ **Notice of Vacancy**: No response required. If there is a change in vacancy please use this sheet to note the changes and return it to us.

**Electronic versions of all forms are available on our website. www.montanawildlife.org
If you have any questions please give us call at 406-458-0227 or 800-517-7256**

**WE LOOK FORWARD TO SEEING YOU AT THE ANNUAL
MEETING & FUNDRAISER EVENT!**