

VIRGINIA BEACH COUNCIL OF CIVIC ORGANIZATIONS

Form for updating information recorded in the membership database. Members may update by writing in information to be revised in the spaces shown. Send to Membership Committee by one of the following means:

1. Attach to an email to moore252@infionline.net
2. Mail to Gene Moore, 4604 Williamsburg Ct., Virginia Beach, VA 23462-2241
3. Call 497-5174 if the amount of information is small

Date _____ Number of members _____ Zip Code _____

Name of Organization: _____

Month Elections are held _____ Month day meetings held _____

Time meetings begin _____ Location of meetings _____

Number of residences in community served by your organization. _____

Name of newsletter _____ Web Site _____

Write information about key officials below. Generally it is desirable to have as a minimum the president, secretary, treasurer and newsletter editor. Write in the first four lines the persons who are authorized to act as voting representatives (primary [1 & 2] and alternate [3 & 4]). It is recommended that the president [chief executive officer] be designated as a representative. The City, media and other agencies prefer this person as the contact person for liaison.

Office Title	Name	Street Address	Telephone	Email
1 _____	_____	_____	_____	_____
2 _____	_____	_____	_____	_____
3 _____	_____	_____	_____	_____
4 _____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Signature of authorizing officer _____ Title _____

Note: To print this form, update, out from an email attachment, set the printer set up to landscape (wide) for best results.