

Completing the forms related to the election can be challenging when we are all not able to be together. But there is an easy solution that can be done effectively over the next month which gives you plenty of time to meet the April 30 deadline.

Designate one person to be the coordinator of the forms. The roster can be completed by one person. Confidentiality Form needs to be completed by each board member, either signed digitally or notarized, and then sent to the designated person coordinating all the forms (Do not send these individually to National).

The other major form is the Financial Ethics form, and that too can be done easily as well by using the instructions below. The instructions (attached) tells how to digitally sign a document, and also attached is an Adobe version of the Ethics form

Instructions for digitally completing the COPS Chapter Ethics & Financial Accountability

1. Use the .pdf form (Adobe Form) provided.
2. Enter Chapter name on page one in the open space and save the document.
3. On page 6 enter, Printed Name and title President, Printed Name, title Vice President, Printed Name, Title Treasurer, Printed Name and title Secretary, other positions if need to digitally sign with Printed Name and title. Have this all filled out prior to starting to route the document for signatures. Save the document.
4. The person that begins the digital signature can sign the document. Save and then email to the next person to digitally sign. You can set up a chain from President to Vice President, Treasurer, to Secretary so this will be the last person to digitally sign and then fill in the date of completion upon the last signature on page 6.
5. Once you have created a digital signature then go back to the signature box next to your name and title. Now when you click in the signature box you can select your digital signature. Sign and save.
6. Send the COPS Chapter Financial Ethics & Accountability with your digital signature to the next person in your chapter who needs to review and digitally sign. Inform the person who they should email next and copy the original sender so you can keep track of who has the document.
7. Once completed the last person who digitally signed fills in the date space on page 6 above the signature area.