



CHECKLIST

INFORMATION FOR PROPOSED RESOLUTION

SUBMITTED BY: _____
(School Constituent, CSNA Board, CSNA Committee)

AUTHOR(s): _____

ADDRESS: (Street) _____

(City) _____ (State) _____ (Zip) _____

PHONE: _____ EMAIL: _____

NSNA MEMBERSHIP NUMBER OF AUTHOR(S) _____

CHECK LIST FOR COMPLETE RESOLUTIONS: Before sending your resolution to CNSA headquarters, please review and check responses to the following items and include this form in your package.

Only complete resolution packets will be accepted for consideration by the Resolutions Committee. To be considered complete, resolution packets must include the following:

- Prior CNSA (and NSNA) resolutions/positions/policies submitted or taken over the past 5 years have been reviewed for duplication. *If prior position was taken within the past 5 years by either CNSA or NSNA, it is included in the "whereas statements" along with the justification for revisiting the position.*
- This check list.
- The resolution, with maximum length of two pages.
- Complete copy of research documents used for the "whereas" clauses. *Each whereas clause must have a specific citation identified in the body of the resolution. The sentences referenced must be highlighted in the source documents. No documentation more than 5 years old except historical information.*
- Names and addresses of all organizations, agencies, and individuals mentioned in the "resolved" clauses, listed on a separate page.
- The estimated cost of implementing the resolution, noted on a separate page.
- The abstract. (No more than 100 words about the purpose and intended outcomes of the resolution) on a separate page.
- A reference list (APA 6th edition style) on a separate page.
- The information about the author is complete with preferred contact method clearly stated.
- Email all completed documents to: nsalegislative@gmail.com and to the CNSA at patricia@acnl.org

All authors will receive notification that their resolution has been accepted via Legislative Director.

ALL RESOLUTIONS MUST BE RECEIVED BY MONDAY, SEPTEMBER 19, 2016