



Instructions for completing the Application for Nomination for the Southeastern Regional Board of Directors

*Please read these instructions for completing the application **before** opening the application*

1. Please click on the Nominating Application link to download and save the fillable Application for Nomination to your computer.
2. From your computer, open the saved application and complete all pages of the application.
3. To sign the application, click in the signature field:
 - a. On a **PC**, please create a Windows Certificate signature to sign the application or insert a signature file that you may already have created.
 - b. On a **Mac**, please go to view>open markup toolbar>click on the signature drop down, and create your signature.
4. Click Submit Form at the top of the page and insert an email address and your name to submit the form.
5. The **Statement of Financial Status Form** can be printed and completed by the chapter Grammateus. The form can then be scanned and uploaded to the **dropbox** <https://www.dropbox.com/request/H1J8bAoS2Mr6t2Bj1k5w?oref=e> OR emailed to the SE Region Nominations Chair
6. Please click on the **dropbox** link to upload additional documents, headshots, transcripts, copy of degree, etc. <https://www.dropbox.com/request/H1J8bAoS2Mr6t2Bj1k5w?oref=e>
7. All documents MUST be submitted by 11:59pm EST on December 30, 2017.