



# REGION DELEGATE VERIFICATION PROCEDURE

AP #2002

## I. Verification Process

- A. The proposed delegate seeking verification must fill out the Delegate Verification Form.
- B. If appointed, the alternate delegate must also fill out the delegate verification form.
- C. Proper documentation is required as a part of the form to complete the verification process, unless the proposed delegate is the SBA President:
  1. The proposed delegate, Official or Alternate, must provide valid contact information of themselves as well as an advisor of their student body association or the equivalent authorized college official.
  2. Proper documentation indicating the proposed delegate, Official or Alternate, was appointed/elected or designated in whatever manner must be attached to the form.
  3. For the purposes of this policy, proper documentation includes but is not limited to:
    - a) Student Body Association Constitution and Bylaws
    - b) Student Body Association Policy
    - c) Meeting minutes at which the proposed delegate was appointed or elected in whatever manner determined by the Student Body Association
    - d) Confirmation from the SBA advisor/authorized college official
- D. If the proposed delegate, Official or Alternate, has not completed the Delegate Verification Form, the advisor may fill out the Delegate Verification Form on behalf of the proposed Delegate.
- E. If an Alternate Delegate is approved by their college SBAs to transition to become the Official Delegate they will not need to refill out the form but will just need to submit confirmation from the SBA advisor or authorized college official that they are the Official Delegate.
- F. The Delegate Verification Form can be found HERE or at this link: <https://forms.gle/R66XGcgHBXTCxPqz5> .

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**Board Policy:** BP #2002

Approved by the Board of Directors July 18, 2020

Approved by the Board of Directors November 14, 2020

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