

INSTRUCTIONS FOR APPOINTMENT OF TRUSTEES

PLEASE COMPLETE THIS FORM AND ATTACH A COPY OF YOUR BUSINESS MEETING MINUTES REGARDING THE APPOINTMENT OF TRUSTEES. THE MINUTES MUST INCLUDE THE NAME OF CHURCH OR ORGANIZATION, THE DATE OF THE BUSINESS MEETING, AND BEAR THE SIGNATURE OF THE SECRETARY. YOUR MINUTES MUST REFLECT THE NOMINATION PROCESS AND MUST INCLUDE THE NUMBER OF MEMBERS PRESENT AS WELL AS THE VOTING PROCEDURE.

THERE IS A **\$29.00 FILING FEE**, WHICH CAN BE PAID BY CASH OR CHECK (PAYABLE TO THE HENRY COUNTY CIRCUIT COURT). IT CAN BE FILED IN PERSON OR MAILED TO THE HENRY COUNTY CIRCUIT COURT, 3160 KINGS MOUNTAIN ROAD, SUITE B, MARTINSVILLE, VA 24112.

IF YOU SHOULD HAVE ANY QUESTIONS, PLEASE CONTACT ANITA SHEPPARD, DEPUTY CLERK, AT 276-634-4886.

PLEASE COMPLETE THE FOLLOWING:

Name of Church or Organization

Date of Meeting

Physical Address of Church or Organization

Mailing Address (If Different)

Name and telephone number of person to contact

Please appoint the following Trustees: Please remove the following Trustees:

Deceased/Resigned/Term Expired

THE ABOVE NAMED TRUSTEES ARE TO SERVE TOGETHER WITH THE FOLLOWING TRUSTEES WHO WERE PREVIOUSLY APPOINTED BY THIS COURT:

RESPECTFULLY SUBMITTED THIS _____ DAY OF _____, 20 ____.

SECRETARY