

## Official Acceptance and Biographic Information/ Mailing Labels and Mail Restrictions Form

During the 2001 October FEA Board of Director's Meeting, a motion was passed directing changes to the "Official Acceptance and Biographic Information Form." The intent of this motion is to ensure equity among the candidates regarding their biographical information.

The BOD motion establishes limits on the number of items that FEA will publish for each candidate as follows: FEA will publish five items listed for "Locations", five for "Universities", three for "Awards" and seven for "Offices and Committee Activities." Candidates must therefore prioritize their information and decide which information is the most important to list.

The attached "Official Acceptance and Biographic Information Form" has been redesigned to reflect these changes. The appropriate numbers of blank lines have been inserted under each heading. Candidates are encouraged to use all lines to indicate experience/activities both **within and outside** of the FEA. Identical activities/awards can be combined on one line with the appropriate number of years listed. For example:

Offices and Committee Assignments:

1. FEA Local President - 10 years
2. RA Delegate - 5 years
3. FRS - 7 years

The information listed on this form will be included in the election ballot packet and also will be published in the FEA Journal. Any information listed in excess of the established limits will be discarded.

If you have any questions about this form, please contact Gary Hritz in the FEA Washington office, email address [fea@feasonline.org](mailto:fea@feasonline.org).

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In addition, please pay special attention to the procedures regarding the mailing of campaign materials. Candidates who elect not to mail their materials, using appropriate postage, through the MPS (FREE MPS CANNOT BE USED) may elect to hire a specified mail-house in the U.S. to print and mail their materials. Please see page 5 of the FEA Election Procedures for complete details.

Regardless of the method of mailing that you elect, you must carefully read and then sign the "Mailing Label/Mail Restrictions" section of this form. Otherwise, mailing labels will not be provided to you or the mail-house on your behalf (if you elect this option).

**This entire form must be received by the Nominations Chairperson or faxed to the FEA Washington office no later than October 29, 2019. You may email it to the Nominations Chairperson at [FEAelections@gmail.com](mailto:FEAelections@gmail.com) or fax it to FEA at 202-822-7867. It is the responsibility of the candidate to confirm the form has been received by the Nominations Chairperson or the FEA Washington office.**

Official Acceptance and Biographic Information/  
Mailing Label and Mail Restrictions Form

*PLEASE TYPE OR PRINT LEGIBLY. The committee cannot be responsible for illegible information.*

**OFFICIAL ACCEPTANCE**

I, \_\_\_\_\_, will run for the FEA office  
of \_\_\_\_\_. I am aware  
that the office I am running for is a three-year term which begins on August 2, 2020.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Mailing Address \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Duty Phone

\_\_\_\_\_  
Home Phone

\_\_\_\_\_  
Personal (non-DoDEA) email

**BIOGRAPHIC INFORMATION**

1. Present Location \_\_\_\_\_  
School Name and Country
2. Present Assignment \_\_\_\_\_  
Grade, Subject, or Specialty
3. Total number of years as employee (including current year) in the DODEA Schools  
\_\_\_\_\_
4. **List up to five** overseas or stateside locations (within or outside of FEA) where you have served and number of years in each location, beginning with the most recent location.

<u>Location</u>	<u>No. of Years</u>
(1). _____	_____
(2). _____	_____
(3). _____	_____
(4). _____	_____
(5). _____	_____

5. Universities attended and degrees, and academic certificates (**list up to five**).

(1). \_\_\_\_\_  
(2). \_\_\_\_\_



## MAILING LABELS/MAIL RESTRICTIONS

Each candidate, regardless of the number of offices for which he/she is running, will be provided two sets of mailing labels with the names and addresses of the appropriate leadership (Local Presidents, FRSs and Board of Directors) and two sets of the appropriate membership labels. The leadership labels will be mailed to candidates no later than November 8, 2019 and the membership labels no later than December 4, 2019. Candidates may decline one or more sets of these labels by notifying the FEA Washington office in writing (fax 202-822-7867) or by emailing the Nominations Chairperson at FEAElections@gmail.com. Please carefully read and sign the statement below. **Without your signature, labels will not be mailed to you or to the mail house on your behalf.**

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In accepting these mailing labels as a candidate in this election, I agree and understand that these labels are the **exclusive property of the Association.**

I also agree and understand that these labels are to be used **only for my own candidacy** in this election, and I may not retain them for any future use. I also agree that I, nor anyone acting on my behalf, will not scan, copy or otherwise reproduce any of these labels. In the event that I do not use some or all of these mailing labels, I will return the unused labels to the Association by mail, postmarked no later than one week after the election results are announced.

I furthermore agree that I, (nor anyone acting on my behalf), will not provide any of the mailing labels made available to me, or copies thereof, to any other person, business, corporation, entity or organization.

**I also agree and understand that I will not use the FREE Military Postal System (MPS) for election purposes, and that use of the FREE MPS is grounds to contest the election.**

Should I elect to use the U.S. mail house specified by FEA, I understand that FEA will transmit my set(s) of label(s) directly to the mail house and provide instructions to the mail house on the use of the labels. The U.S. mail house cannot provide a copy of the labels to me. Any set of labels sent to the mail house by FEA will substitute for the same set of labels which would have otherwise been mailed to me. I further understand that I am responsible for all costs (labor, printing, postage, supplies, etc.) Should I elect this option I will notify the FEA Washington office no later October 25, 2019.

I accept full responsibility for proper use of these labels solely for my own candidacy and will not use them for any purposes not connected to my candidacy in this election, for any purposes that violate the Association's Election Procedures, for any purposes that violate this agreement, or for any other illegal and/or prohibited activities or usage. I also agree that I will be personally liable for any monetary and/or other damages to the Association that may arise for any use of these labels that violates this agreement, laws or regulations, the Association's election procedures, or any other misuse.

**I understand that my candidacy cannot be certified and my name cannot appear on the ballot unless I complete this form and submit it by the deadline.**

I have read the FEA Election Procedures and Campaign Rules and agree to abide by all the rules and procedures set forth in these documents.

Signature: \_\_\_\_\_

Name (Printed): \_\_\_\_\_

Personal Email address: \_\_\_\_\_

Date: \_\_\_\_\_

NOMINATION FORMS MUST BE **RECEIVED** BY THE NOMINATIONS CHAIRPERSON BY OCTOBER 16, 2019.

Election information will be mailed to each candidate by the FEA Administrative Office by November 8, 2019.

**THIS ENTIRE FORM MUST BE RECEIVED BY THE NOMINATIONS CHAIRPERSON NO LATER THAN October 29, 2019. IT MAY ALSO BE FAXED TO THE FEA WASHINGTON OFFICE AT 202-822-7867. IT IS THE CANDIDATE'S RESPONSIBILITY TO VERIFY THAT THE FORM HAS BEEN RECEIVED.**

**EMAIL THIS FORM TO: [FEAelections@gmail.com](mailto:FEAelections@gmail.com)**

**OR FAX TO THE FEA WASHINGTON OFFICE AT 202-822-7867.**

**THE ENTIRE FORM MUST BE RECEIVED AT EITHER OF THE ABOVE LOCATIONS NO LATER THAN OCTOBER 29, 2019**

**IT IS THE CANDIDATE'S RESPONSIBILITY TO CONFIRM RECEIPT.**