



Chapter Team Leader Change Form Page 1

Date _____

The undersigned Slow Food member(s) agree to lead the chapter known as

_____ **Chapter**, and to manage its affairs in accordance with Slow Food USA's Chapter policies.

The name and contact information about the chapter team leader is as follows:

New Team Leader Information: *Please send in your bio or CV.*

Name:

Telephone:

Address:

Email Address:

Chapter Email Address:

Signature:

Departing Team Leader Information:

Name:

Telephone:

Address:

Email:

Signature:

Reason for change:

Convivium Election

Other Reason (please attach a separate page if you need additional space)

For communication purposes, Slow Food USA designates one individual as the primary chapter leader. This form is needed only when there is a change in primary leadership.



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For the new Chapter Leader to sign:

Use of name and logo

The name "Slow Food" and the use of the "snail" logo are protected by law. Your convivium is authorized to use the words "Slow Food" only as a part of your convivium name and in your printed materials and in the promotion of Slow Food purposes and programs. Such use of the "Slow Food" name, in printed form, shall be in the same font, presently "Times New Roman", and the snail and lettering shall be in the same juxtaposition as appears in your official logo issued by Slow Food International. In the case that a convivium wishes to use the "Slow Food" logo and name independent of your convivium name, special authorization must be obtained from the Slow Food U.S.A. National Office. Use of the name for personal or business purposes is strictly forbidden. This right to use the name and to use it with the snail logo is a revocable license and as such can be revoked by Slow Food U.S.A. at any time for any reason.

Agreed to
Name _____
Chapter _____
Date _____

Use of Chapter membership list and email practices

The Convivium membership list, sent monthly to the Convivium leader, may only be used solely for Slow Food Convivium purposes. Use of the membership list for personal or business purposes is strictly forbidden. When approached by outside sources, it is at the leaders discretion if he/she chooses to advertise for an outside source through Convivium emails or website; we encourage you to connect with outside sources but not to abuse your members' privacy nor bombard them with emails. Slow Food U.S.A. encourages Convivium leaders and members to keep in touch via email and to email members with a BCC (blind carbon copy) or group email function to keep email addresses private.

Agreed to
Name _____
Chapter _____
Date _____

***Please mail or fax both pages to Slow Food USA, attention Membership Department.
Questions? Please contact us by phone.***



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Leadership Change Checklist

to be used by local chapters when there is a leadership change

Chapter Name _____ Date _____

When there are leadership changes within your chapter, please make sure the new leader receives all important documents related to managing and developing the chapter, and communicating with other Slow Food affiliates.

Below is a list of documents from Slow Food USA that all outgoing leaders should pass on to new, incoming chapter leaders. ***Your chapter may have its own set of documents as well so please make sure these are included in the transition as well.***

Documents that outgoing leader should transfer to new leader:

___ Founding documents: Non-Profit Letter, Articles of Association, Banking Resolution, Group exemption authorization, Logo and membership list agreement

___ IRS information including chapter EIN and copies of 990 Forms

___ Information on how to request materials from national, submit events, etc.

___ Local contact information of regional governor and other nearby leaders

___ Chapter email and/or website passwords and instructions

___ Chapter Logo

___ Archived Membership Reports and Annual Reports

___ Notes on chapter founding and on participation in Slow Food USA events, such as National Congress