

CHECKLIST FOR PARISH ELECTION RATIFICATION

(Parish Clergy and/or Election Committee Chairman should please check off and enclose each item below **before** mailing and send this page as a cover sheet for all required documents in **one** submission.)

- _____ 1. Certification of Pre-election Seminar Attendance
- _____ 2. Parish Council Candidate's Pledge forms (one for each candidate elected to serve on Parish Council)
- _____ 3. Listing of Election results (with names and number of votes for each candidate)
- _____ 4. Verification of Parish Council Elections Form
- _____ 5. Verification of Parish Total Membership Number Form/Parish Financial Obligation that is up-to-date with Archdiocese/Metropolis
- _____ 6. Parish Council Background Checks Status

Signature of Parish Priest_____

Signature of Election Committee Chairman_____

Date Mailed from Parish to Metropolis Office _____

For Metropolis of Atlanta USE ONLY during ratification process

Dear Parish Priest/Election Committee Chairman:

Date Election Materials Received at Metropolis Office from your parish:_____

Items received are marked with ✓ (*checkmark*). Missing/Incomplete items include those items marked with X. *Please send them as soon as possible so ratification request can be processed.*

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