Resolution Preparation Worksheet

**Step 1:** Organize your thoughts on the resolution topic before you begin writing.

**Step 2:** Review and utilize the[National Conference Resolution Writing Guidelines (aafp.org)](https://www.aafp.org/dam/AAFP/documents/events/nc/congress/nc14-res-writing-guidelines.pdf) to aid in writing your resolution.

**Step 3:** Use this worksheet to compose and polish your resolution.

**Step 4:** Submit your resolution by copying and pasting the final content from this worksheet into the online [resolution submission form](https://mafp.org/resolution-submission-form).

* Be sure to use clear, concise language.
* Compose all content in plain text only (no formatting like **bold**, italics, or superscripts).
* Provide all information as it should be presented to the IAFP Task Force on Resolutions.

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| Resolution Title  Required. Use Title Case. | |  |
| Resolution Author  Required. The resolution author may be one individual, several individuals, a chapter, a committee, etc. Include full names with designations (e.g. MD, DO). | |  |
| WHEREAS  Required (at least 1). You may write up to 10. If you want to reference supporting information or cite sources in your whereas statements, format your reference numbers like this: [#] (example: Higher utilization has been shown to improve these rates [2]) and include each reference or citation in the Additional Supporting Information section (limited to 20 reference items). | 1 | WHEREAS |
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| 6 | WHEREAS |
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| 10 | WHEREAS |
| BE IT RESOLVED  Required (at least 1). You may write up to 5. | 1 | BE IT RESOLVED that |
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| 5 | BE IT FURTHER RESOLVED that |
| Additional Supporting Information  You may provide supporting documentation references and/or cite your sources. You are encouraged to provide the URLs of reference materials/sources that are available online. Begin each item with the reference number [#], if using them. You may enter up to 20 supporting items (one supporting item per line). | 1 |  |
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| Why is this resolution important to family physicians? | |  |

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