

Special Resolution Packs – HOW TO for Retirement Living Managers

To ensure the legitimacy and integrity of the voting process please follow the below instructions:

1. Ensure you have the following:
 - a. White, yellow and purple/ lilac paper
 - b. Ensure the coloured paper is light and easy to read the print
 - c. Ensure you have small-medium bulldog clips
 - d. Ensure you have A4 document envelopes for information packs to be delivered to residents homes

2. Print one copy to ensure you have the order correct
 - a. Notice of Residents Meeting (5 white pages)
 - b. Voting Papers (4 yellow pages)
 - c. Appendices (4 lots of appendices – purple / lilac) including cover pages for each

3. Proof read the document before printing residents copies;
 - a. Ensure only your village name exists throughout the document
 - b. Ensure your details are on the front page of the document
 - c. Ensure it makes sense to you
 - d. Scan and email document in order to Hannah to confirm accuracy of order, and / or to make changes to document as per your correction suggestions

4. Know how many information packs you need for your residents

5. Print NOTICE of RESIDENTS MEETING
 - a. White paper
 - b. 5 pages and can be double sided
 - c. Staple together

6. Print VOTING PAPERS
 - a. Yellow paper
 - b. 4 pages – **DO NOT PRINT DOUBLE SIDED**
 - c. **DO NOT** staple together

7. Print APPENDICES
 - a. Purple / lilac paper
 - b. Appendix cover pages – 5 pages – **DO NOT PRINT DOUBLE SIDED**
 - c. Appendix 1 – Benefits of Companion Animals – printed double-sided – 2 pages
 - d. Appendix 2 – Frequently Asked Questions – printed double-sided – 7 pages
 - e. Appendix 3 – Assistance and Companion Animal Care Guidelines – printed double-sided – 13 pages

- f. Appendix 3 'continued...' – Supporting documents (Animal application – 4 pages & Animal wellness care plan 2 pages) – can all be printed double-sided – 6 pages
 - g. Appendix 4 – Guide, Hearing and Assistance Dogs Act 2009 – printed double-sided – 2 pages
 - h. Put into order with Appendices cover pages, then following appendix cover pages and information / documentation in order.
 - i. Staple together
8. Pull together in order and clip together with bulldog clip.
9. Put into A4 envelope and deliver to residents homes