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 TitleRequired. Use Title Case. |  |
| Resolution AuthorRequired. The resolution author may be one individual, several individuals, a chapter, a committee, etc. Include full names with designations (e.g. MD, DO). |  |
| WHEREASRequired (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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| 3 | WHEREAS  |
| 4 | WHEREAS  |
| 5 | WHEREAS  |
| 6 | WHEREAS  |
| 7 | WHEREAS  |
| 8 | WHEREAS  |
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| 10 | WHEREAS  |
| BE IT RESOLVEDRequired (at least 1). You may write up to 5. | 1 | BE IT RESOLVED that  |
| 2 | BE IT FURTHER RESOLVED that  |
| 3 | BE IT FURTHER RESOLVED that  |
| 4 | BE IT FURTHER RESOLVED that  |
| 5 | BE IT FURTHER RESOLVED that |
| Additional Supporting InformationYou 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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