



INSTRUCTIONS FOR COMPLETING THE 2024-25 OHSAA BOARD OF EDUCATION RESOLUTION CARD



Please read these instructions carefully as incomplete cards cannot be accepted which may delay the continuation of membership and its benefits for your member schools. Attached to these instructions are the card and the pre-addressed, stamped return envelope. Please contact OHSAA Membership Services (membershipservices@ohsaa.org) if you need assistance or have questions.

FRONT OF CARD

The front of the enclosed card contains the text of the resolution that can simply be read at the board meeting to allow your board to act upon the resolution. After the resolution is passed, please:

- Verify the street address and county listed at the top of the card.
- Write the date of the Board meeting in which the resolution was authorized in the space provided.
- Print the names of the Board President and the Superintendent/Head of School in the spaces provided.
- Have the Board President and the Superintendent/Head of School system sign the card in the appropriate spaces provided. Prior to signing, please ensure school administrators and the Board of Education understand and accept the conditions of membership outlined on the cover letter.
- Please write the superintendent's email address in the space provided.

BACK OF CARD

Schools within your school district or system that were members in 2023-24 are printed on the back. **THIS RESOLUTION CARD IS FOR CONTINUED MEMBERSHIP OF THESE SCHOOLS ONLY.** Therefore, please review the list of schools on the back of the card. Because 7th & 8th grade sport programs may have different regulations and requirements, these schools are listed separately from your 9-12 grade school(s) even if they share the same building.

All schools on this card and their students must abide by all OHSAA rules and regulations. Students that do not attend your school(s) are not eligible to participate in your athletic programs unless the student meets one of the eligibility exceptions or is permitted in accordance with state law. Students in 6th grade and below may not participate with 7th and/or 8th grade sports programs. Students in 8th grade and below are not permitted to participate in high school sports programs. Review the list of schools carefully to ensure that the schools listed are abiding by all OHSAA regulations.

REMOVING A SCHOOL - If a listed school needs to discontinue OHSAA membership, for any reason, please mark through the name on the card and attach a letter, on school letterhead, signed by the superintendent or school principal explaining the reason for non-continued membership.

OPENING OF A NEW SCHOOL - If your school district will be opening a new school in 2024-25, please attach a letter, on school letterhead, signed by the superintendent or school principal, requesting membership for the new school.

CHANGE OF SCHOOL NAME - If the name of a listed school has changed, please attach a letter, on school letterhead, signed by the superintendent or school principal explaining the name change of the existing school. Be sure to include any change in the IRN numbers listed.

CHANGE OF IRN NUMBER – Please review the IRN number listed for each school. If a number listed is incorrect, please mark through the number and write the correct number next to it.

RETURN THE CARD VIA US POSTAL SERVICE – DEADLINE JUNE 30, 2024

For your convenience, a pre-addressed return envelope with postage is included with this mailing. Please use the envelope to return the completed and signed card prior to June 30, 2024.

Thank you in advance for your cooperation and your continued membership in the Ohio High School Athletic Association. Please contact OHSAA Membership Services (membershipservices@ohsaa.org) with any questions.