

Distribution of Keys for Access to Buildings and Equipment

After annual elections in September, Officers, Directors and others as designated by the Board of Directors will receive keys to provide access to buildings and equipment in order to fulfill the responsibilities of their position.

Each Officer, Director and other designated FYAA member will complete a **Key Distribution Form** and upon submission to the Secretary, will receive the keys necessary to fulfill their responsibilities.

When any such Officer, Director or other designated FYAA member has ended their position's responsibility, they are required to return the key(s) to the Secretary and will receive a receipt for the key(s).