



MINNESOTA STATE HIGH SCHOOL LEAGUE

Resolution for Membership Information and DocuSign Instructions

The Resolution for Membership is an annual resolution adopted by MSHSL member schools to renew their membership with the Minnesota State High School League. Each school's governing board agrees to adopt the Constitution, Bylaws, Policies and Regulations of the League and all amendments as are published in the latest edition of the League's *Official Handbook*, or as appears on the League's website, as the minimum standards governing participation in said League-sponsored activities and athletics. This should be done at the June or July school board meeting prior to the start of the upcoming school year.

Each member school Superintendent/Head of School and their Board Clerk must sign the Resolution for Membership Form to renew their membership for the upcoming school year. The process for signing the Resolution for Membership will be done electronically through DocuSign. Please follow the steps below to complete the Resolution for Membership for your school(s).

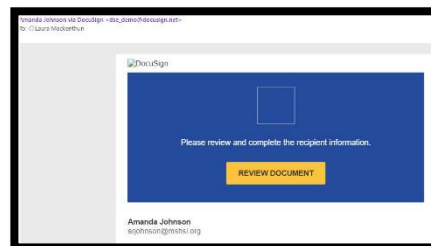
The Activities Administrator will receive an email from DocuSign when the Resolution for Membership for your school is complete. The Activities Administrator does not need to take any action, as both the League Office and the Superintendent/Head of School will receive a copy of the completed Resolution.

Printing instructions: If a physical copy of the Resolution for Membership is needed for the school board packet, [a version is available for printing here](#). **The signed Resolution will only be accepted electronically through DocuSign.**

Need to reassign to a different Superintendent/Head of School? If the Resolution for Membership needs to be assigned to a different Superintendent/Head of School, please contact Amanda Johnson, arjohnson@mshsl.org. Inform her of the change to the Superintendent/Head of School and the Resolution for Membership will be reassigned by the League Office.

Step 1: Superintendent/Head of School Specifies the Board Clerk

- Superintendent/Head of School receives an email from DocuSign.
 - Note: If there is more than one school in your district, the Superintendent/Head of School will receive one email for each school in the district prefilled with the name of the school.
- Click the Review Document button to complete the Recipient's (Board Clerk's) Information.
- Enter the Name, Email and copy and paste the League provided private message below to your Board Clerk and click the Finish button. This will send an email to your Board Clerk and will inform them that they have been designated as such and will sign the Resolution for Membership following the signature of the Superintendent/Head of School.
- **Private Message to Board Clerk:** Please copy and paste the following message into the Private Message field for the Board Clerk



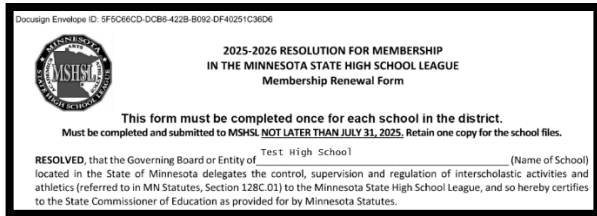
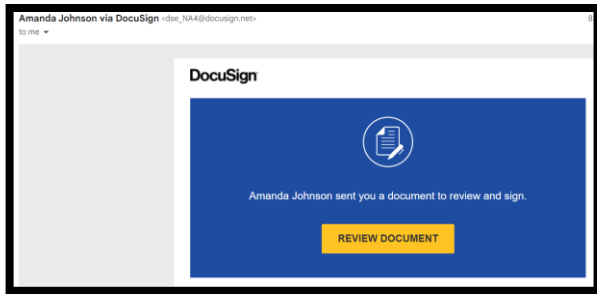
Dear Board Clerk,
You are receiving this email as the Designated Board Clerk and will be the second signer on the MSHSL Resolution for Membership Form. Initially you will only be able to view the Resolution form until the Superintendent/Head of School has signed the form first. Following the signature of the Superintendent/Head of School, you will receive a second email that will allow you to sign the Resolution Form. Please contact your Superintendent/Head of School if you have questions regarding the process.
Thank you.

A screenshot of a web form titled "Enter Recipient's Information". The form has a section for "Board Clerk" with fields for "Name" and "Email". Below these is a "Private Message" field with a text area. At the bottom, there is a "Characters remaining: 1000" indicator and two buttons: "FINISH" and "VIEW DOCUMENT".

- The Board Clerk will only be able to view the Resolution for Membership until the Resolution is signed by the Superintendent/Head of School. The Board Clerk will receive a second email once the Superintendent/Head of School has signed the Resolution and it is the Board Clerk's turn to sign the document.

Step 2: Superintendent/Head of School Completes and Signs the Resolution

- Superintendent/Head of School receives an email from DocuSign to review, fill out and electronically signs the Resolution for Membership Form.
 - Note: If there is more than one school in your district, the Superintendent/Head of School will receive one email for each school in the district prefilled with the name of the school.

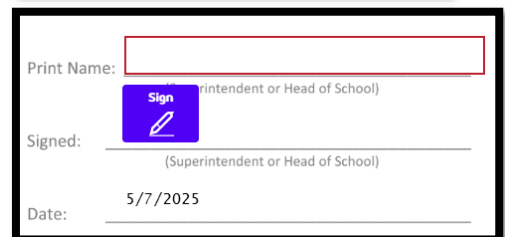
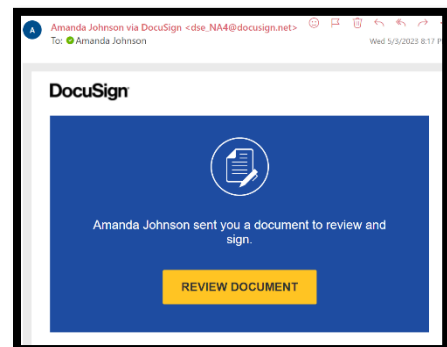


- Upon completion, click the Finish button at the bottom of the document.



Step 3: Board Clerk Signs the Resolution

- Following the electronic signature of the Superintendent/Head of School, the Board Clerk receives an email from DocuSign to review and electronically sign the Resolution for Membership.
- The Board Clerk is the second signer and will be able to see, but not edit, the names of the representatives entered on the Resolution Form by the Superintendent.
- The Board Clerk only needs to electronically sign at the bottom of the second page of the Resolution.
- Upon completion, click Finish button at the bottom of the document.



Congratulations! The Resolution for Membership Form has been completed and has been electronically signed by both the Superintendent/Head of School and the Board Clerk. The Superintendent/Head of School and the Activities Administrator will receive an email from DocuSign indicating the Resolution for Membership is complete with a copy of the fully executed Resolution.

Please contact Amanda Johnson, arjohnson@mshsl.org if there are questions on completing this process.