

**ALL RESOLUTIONS MUST FOLLOW THIS FORMAT**

<b>THE PARTS OF A RESOLUTION</b>	<b>SAMPLE RESOLUTION</b>
Each resolution is numbered	Resolution No. 1
Clear, concise title	USDA FUNDS
State the problem in this paragraph. Do <u>not</u> express opinions-- only supportable facts. Note use of "WHEREAS," (capitalized) and semi-colon followed by "and" at end of paragraph.	WHEREAS, funds appropriated to USDA often give the impression to many people not associated with farming that these funds go directly to the farmer for his personal use; and
This states a fact (not opinion) that causes the problem. Each fact (there may be several) is a separate paragraph. Note use of semi-colon followed by "therefore be it."	WHEREAS, many public programs such as school lunch, forest service, meat inspection and food stamps are federal programs funded by USDA; therefore be it
The RESOLVED states the action you wish to take. If there is more than one solution, tie them together with "and be it further resolved" using punctuation as before. <b>Properly written, this section can stand alone</b> -- it will relate to the problem and action desired to correct it.	RESOLVED, that the Grange urge that USDA programs be separated and listed as to amount of money received and all other means be used to promote a clearer understanding between consumers and farmers concerning USDA appropriations.