



## CONVENTION of STATES

CONVENTIONofSTATES.COM

# Community Events & Exhibits

An Outreach Program



# CONVENTION OF STATES

A PROJECT OF CITIZENS FOR SELF-GOVERNANCE

## Overview

This is a guide to participating in community events such as business and home expos, fairs and gun shows. Such venues provide an excellent opportunity to present the Convention of States Project to a large number of individuals in a very short period of time.

## Gun Shows

Of the named venues, gun shows are attended by adult individuals likely there to exercise their 2<sup>nd</sup> Amendment rights to own and bear arms, or at least know that they can if they so elect. They are also likely to be aware that their constitutional rights are perpetually under assault by an increasing overbearing federal government. Attendees have been found to be very receptive to the COS message and supportive of COS cause.

ATF data indicates there are more than 5000 gun shows throughout the US each year. As an example, in Florida thousands of individuals attend dozens of guns shows held throughout the year in or adjacent to virtually every House District. As with business and home expos, gun shows are held on Saturday and Sunday, typically from 9am to 5pm.

In your state COS Event Planner document (in the COS folder) is a list of gun shows in your state, along with show promoter and participation information.

## Home & Business Expos and Fairs

Expos and fairs also offer a substantial opportunity for making contact with a large number of citizens. The chamber of commerce in the cities in your and adjacent House Districts can inform you as to scheduled expos and fairs.

In exhibiting at these events the COS Project can be presented through engaging conversation and presentation of the “Alabama” video. If the recommended technology is used visitors can digitally sign the COS petition, or a paper petition if a laptop is not available. At the end of conversation at the table they can walk away with a COS palm



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card to share with others, a pocket Constitution as available, your COS business card.... and a piece of candy if they wish.

## Leadership Development

Having a presence at such events not only presents an opportunity to secure more petition signers and supporters, but also to identify individuals who could become COS leaders in the community. This can be particularly important in those communities (House Districts) where COS currently does not have local leadership.

As an example, the selection of shows in which to participate can be made in part by the city / House District in which it will be held and the need for a District Captain in that area. The event also presents an opportunity to further involve volunteers by inviting area volunteers in the District Captain's area to participate at the exhibit table.

## Exhibiting

In the COS Event Planner file (in the COS Folder) you will find information on shows to be held throughout your state, and for which COS has been approved as an exhibitor. You will find details on the show venue, schedule, who to contact to reserve space at the event and exhibit fees and payment requirements.

There is an Exhibitor Agreement folder in the COS folder in which you will find show exhibitor agreements and show rules specific to each show promoter. Please read, complete and submit in accordance to the show promoter's requirements.

As there are a limited number of tables at an event, reservations should be made well in advance of the event date when permitted. For very popular venues there may be a vendor waiting list.

Table are typically 8', and often chairs are provided with the table. Electricity is available at the table, sometimes for an additional charge.

Note: If the event is sold out it may be permissible to set up a table outside the venue hall. This is a matter to discuss with the event promoter and will be dependent on a number of factors such as available space, weather, cover, etc. An outside table may not have electricity available. A small portable generator (Honda EU2000i) could be



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used to power the electronics at the table. It may be necessary to bring a table to the event.

## Tips for Maximizing Results at the Event

Most folks will not know if the COS project is a local home-grown effort or a professionally managed and executed national program. These tips are intended to help you maximize the results from the show. They are based on generally accepted best event practices, as well as experience in presenting the COS project at an event.

**Dress for the Event.** It is recommended that the small investment be made in a COS logo shirt. The combination of a black COS logo shirt (COS name in white) with tan slacks should be considered standard event attire. An alternative is a tan / white shirt (black COS logo) with black slacks. A logo shirt will cost about \$30 and present a professional appearance. Information on ordering logo apparel will be found in the Event Materials section.

**COS Table Cover.** The presentation at the table is important, and the table at the event are such that it will need to be covered. An eight-foot table cover cost \$165, however the expense, as with the other elements needed for the event, can be shared between District Captains. Details on ordering a COS table cover will be found in the Event Materials section.

**Show Banner.** The COS event banner is an important element, although not an absolute requirement when a table cover with the COS logo on the front is used (although a banner is highly recommended). In the Event Materials section is a list of materials and assembly/bonding instructions for building a banner stand. A second banner specifically for gun show is shown. Ordering instructions are included. Cost of an 8'x2' banners is \$24, plus shipping.

**COS Palm Cards.** These cards, available through your State Director, explain the COS Project and are an essential item at the table. Palm cards are available without charge.

**COS Business Cards.** COS Business cards are also an essential. Besides providing contact information on the front, on the back of the cards a link/QR code to the COS Alabama video AND a separate link/QR code to your COS petition page. This makes the card an effective information sharing and petition gathering tool.



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**Special Effect Lighting.** As available, special effect lighting can be useful in attracting attention to the table. At an event we used a multi-color laser light unit that flashes colored light in a dancing pattern at the foot of the table. The light was placed under the table behind the table cover out of sight.

People walking the isle were attracted by the dancing light beams and would stop to see where the light was coming from – which fulfilled the purpose of the light. They were quickly engaged in conversation about the Convention of States Project. Mini laser lamps can be purchased on the internet for \$23. ([Mini Laser Light Projector](#))



**Petition Collection at the Table.** There are two means to collect petitions at the table – either digitally on a PC using the excel petition file, or on a paper petition form. It is preferable to have the person fill out the petition on the computer for two reasons.

1. On the PC the entries are legible as compared to a hand-written paper entry where you may or may not be able to read their writing. PC collected of petitions will alleviate after the event the task of manually entering the paper petition records into the excel file or online into COS NationBuilder system.
2. The COS petition file (excel file) can be emailed to COS for them to batch upload the petition into the COS system. This will save you considerable time and effort.

While it is recommended that you have a PC setup to take digital petitions, as a backup paper petition forms should be available. It is recommended that the paper petition form be kept out of view so that people use the PC petition.

If a paper petition is used, it is important to check each entry with the person completing the petition to ensure the entries are complete and legible. If this step is not taken you may find that some of the petition entries are not readable or are incomplete, thus potentially making the petition invalid. Note: If they list a PO box as their address be sure and note their residential zip code so it can be determined in which House District they reside.



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Information on setting up your PC with the digital petition, and preparing the file for submission to COS will be found later in this document.

**Candy at the Table.** A simple matter, but folks like candy and will stop to get a piece. The candy bowl was positioned next to the petition PC. Again, the purpose is get folks to slow down, stop and have a conversation about the COS Project.

**Reference Documents on the Table.** Based on questions asked by visitors to the table, it is recommended that the following documents be on the table for quick reference during a conversation.

The documents are bundled in a PDF file named "COS Show Table Article Mstr Pac.pdf" (except for the Pocket Constitutions) The documents are ready to print. It is recommended that the documents be printed in color and be laminated.

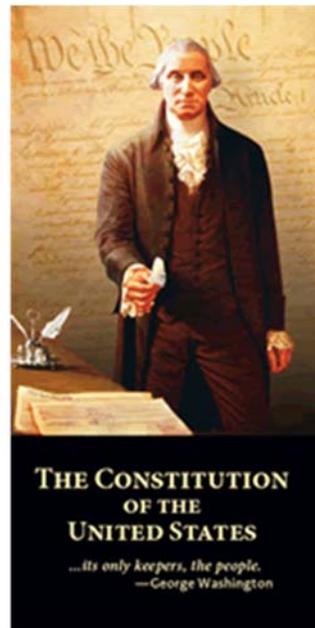
Note: Office Depot has a laminating service at a cost of \$1.49 per lamination. Two pages laminated back-to-back for the same price.

Pocket Constitution

Where is Article V in the Constitution?

Consider offering selectively a Constitution to those who sign the petition.

Note: Pocket Constitutions can be purchased in bulk at 100 for \$35.





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Article V Page What does Article V say?

**Article V. U.S. Constitution**

*The Congress, whenever two thirds of both Houses shall deem it necessary, shall propose Amendments to this Constitution, or, on the Application of the Legislatures of two thirds of the several States, shall call a Convention for proposing Amendments, which, in either case, shall be valid to all Intents and Purposes, as part of this Constitution, when ratified by the Legislatures of three fourths of the several States, or by Conventions in three fourths thereof, as the one or the other Mode of Ratification may be proposed by the Congress: Provided that no Amendment which may be made prior to the Year One thousand eight hundred and eight shall in any Manner affect the first and fourth Clauses in the Ninth Section of the first Article; and that no State, without its Consent, shall be deprived of its equal Suffrage in the Senate.*

CONVENTION OF STATES HANDBOOK



**A story from the Convention of 1787:**

“On September 15, as the Convention was reviewing the revisions made by the Committee of Style, George Mason expressed opposition to the provisions limiting the power to propose amendments to Congress. According to the Convention records, Mason thought that ‘no amendments of the proper kind would ever be obtained by the people, if the Government should become oppressive, as he verily believed would be the case.’ In response, Gouverneur Morris and Elbridge Gerry made a motion to amend the article to reintroduce language requiring that a convention be called when two-thirds of the States applied for an amendment.”

30 Harvard Journal of Law and Public Policy 1005, 1097 (2007).

Article V Application Sample What does an Application look like?


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**Application for a Convention of the States under Article V of the Constitution of the United States**

*Whereas* the Founders of our Constitution empowered State Legislators to be guardians of liberty against future abuses of power by the federal government, and

*Whereas* the federal government has created a crushing national debt through improper and immodest spending, and

*Whereas* the federal government has invaded the legitimate roles of the states through the manipulative process of federal mandates, most of which are unfunded to a great extent, and

*Whereas* the federal government has ceased to live under a proper interpretation of the Constitution of the United States, and

*Whereas* it is the solemn duty of the States to protect the liberty of our people—particularly for the generations to come—by proposing Amendments to the Constitution of the United States through a Convention of the States under Article V for the purpose of restraining these and related abuses of power,

Be it therefore resolved by the legislature of the State of \_\_\_\_\_:

Section 1. The legislature of the State of \_\_\_\_\_ hereby applies to Congress, under the provisions of Article V of the Constitution of the United States, for the calling of a convention of the states limited to proposing amendments to the Constitution of the United States that impose fiscal restraints on the federal government, limit the power and jurisdiction of the federal government, and limit the terms of office for its officials and for members of Congress.

Section 2. The secretary of state is hereby directed to transmit copies of this application to the President and Secretary of the United States Senate and to the Speaker and Clerk of the United States House of Representatives, and copies to the members of the said Senate and House of Representatives from this State, also to transmit copies hereof to the presiding officers of each of the legislative houses in the several States, requesting their cooperation.

Section 3. This application constitutes a continuing application in accordance with Article V of the Constitution of the United States until the legislatures of at least two-thirds of the several states have made applications on the same subject.

www.conventionofstates.com

Laminate to back of above page







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Threat to the 2<sup>nd</sup> Amendment

This two-page document speaks to the protection of the 2<sup>nd</sup> Amendment.

Laminate first and 2<sup>nd</sup> page together.



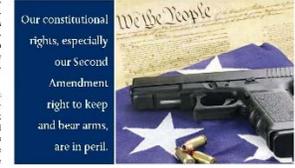
### An Open Letter Concerning The Second Amendment and The Convention of States Project

From Charles J. Cooper

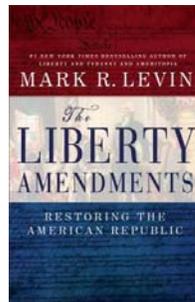
Our constitutional rights, especially our Second Amendment right to keep and bear arms, are in peril. We do so by large violent crime. There is cause for concern for Congress and state legislatures to enact so-called "common-sense gun control" measures that strip the rights of individual constitutional rights to armed self-defense. Indeed, more is true. For the discrimination and abuse of all kinds of the National Rifle Association, Senate Finance's 2013 bill is not the so-called "assault weapons" and other firearms rights will have passed. But the most potent threat to the Second Amendment comes not from Congress, nor from the Supreme Court. Four justices of the Supreme Court do not believe that the Second Amendment guarantees an individual right to keep and bear arms. They believe that Congress and state legislatures have authority to restrict firearm ownership by law-abiding Americans, but so long as the Supreme Court has not done so, the Second Amendment will be no more.

For almost three decades, I have represented voters of states and many other citizens at constitutional events, including many Second Amendment cases. In 2001, for example, I argued the first federal appellate case to hold that the Second Amendment guarantees every law-abiding responsible adult citizen an individual right to keep and bear arms. And in 2010 I testified before the Senate in opposition to Senator Kyl's anti-gun bill, arguing that it would violate the Second Amendment. So I am not accustomed to being accused of supporting a solution that would "take our Second Amendment rights off the chopping block." This charge is being heaped by a man I guess

rights group and many other constitutional conservatives because we have argued the issue in a few cases since we were under Article V of the Constitution to call for a convention for proposing constitutional amendments designed to rein in the federal government's power. The real threat to our constitutional rights today is posed not by an Article V convention of the states, but by an out-of-control federal government, existing power that it does not have and abusing powers that it does. The federal government's, amassing second most, upon the average rights of



**Show Drawing – “The Liberty Amendments”.** You may consider giving away a copy of Mark Levin’s book to an individual who signed the petition. If you choose to do so, it is best to let the person know of the drawing *after* they have signed the petition. Mark Levin’s book



Note: There were fifty petitioned signed and the event. A COS representative at the table was asked to pick a number between one and fifty. The number selected was in turn the entry number on the PC petition form selected and individual named on that line was sent the book.



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**Note:** Everyone who signed the petition and provided an email address was sent a message thanking them for visiting with us at the table and signing the petition, and they were informed as to who won the book drawing.

In the email they were encouraged to share the COS Project with others through conversation, social media and sharing the petition and video link embedded in the email (forward the email or cut and paste the links into a new email).

**Conversation at the Table.** The first rule is: ***Get out in front of the table.***

Standing behind the table puts a barrier between you and those who need to hear what you have to share. Being out front makes you available, and will expand your opportunity to be engaging and share the COS Project.

If there are two people manning the table one can be behind keeping the candy bowl filled, literature available, assist with petitions input and interacting with those visitors not engaged with the person out in front.

*Conversation Starter.* Odds are that the person to whom you are speaking does not know about the Article V or COS Project. You will have about **30 seconds** to gain their interest. Here's a dialog to consider:

**You:** Hi. Are you familiar with the Convention of States Project?

**Them:** No, what is it?

**You:** I'll briefly explain, but first let me ask you a question. Are you pretty *satisfied* with how America is being fundamentally changed, and the direction we are headed as a country?

**Them:** No (Not really, Not at all ... or some variation of that)

**You:** Me too. Would you be in favor of the States – and **only** the States – meeting together - as Sovereign States - to develop a specific plan to take power back from the federal government and return it to the States where it belongs, to stop the out of control spending and not let politician make being in Washington a lifetime career? Would you be in favor of the States meeting together to get that done?



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**Them:** Yes (and maybe a question for which you have an answer and any array of reference material on the table)

**You:** Great! This is exactly what the Convention of States is about – It is Article V of our Constitution in action! And it is why you will want to sign the petition that tells your State Representatives that you want them to make Application to call a Convention of the States - and to get it done now.

At this point you can direct them to the PC where they input their information on the petition form. (Or on a paper petition form as a last resort).

Before the person leaves the table you can provide them a COS Palm card along with your COS business card. Point out that on the back of your card is a link to the COS video (point to the video playing on the monitor), and a link to the COS petition where family and friends can sign the petition in support of the COS Project.

If you detect a higher level of interest in the COS Project, let the person know that they can help in a number of ways as a volunteer, and ask if they would like you to be in touch after the event to talk about how they can participate in the effort.

## Document Your Event

Be sure to take photos of your event to share with your fellow District Captains, State Director and the COS community, along with details regarding number of petitions collected and new supporters and volunteers secured.







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## Event Materials Guide

# COS Event Table Bin & Bags

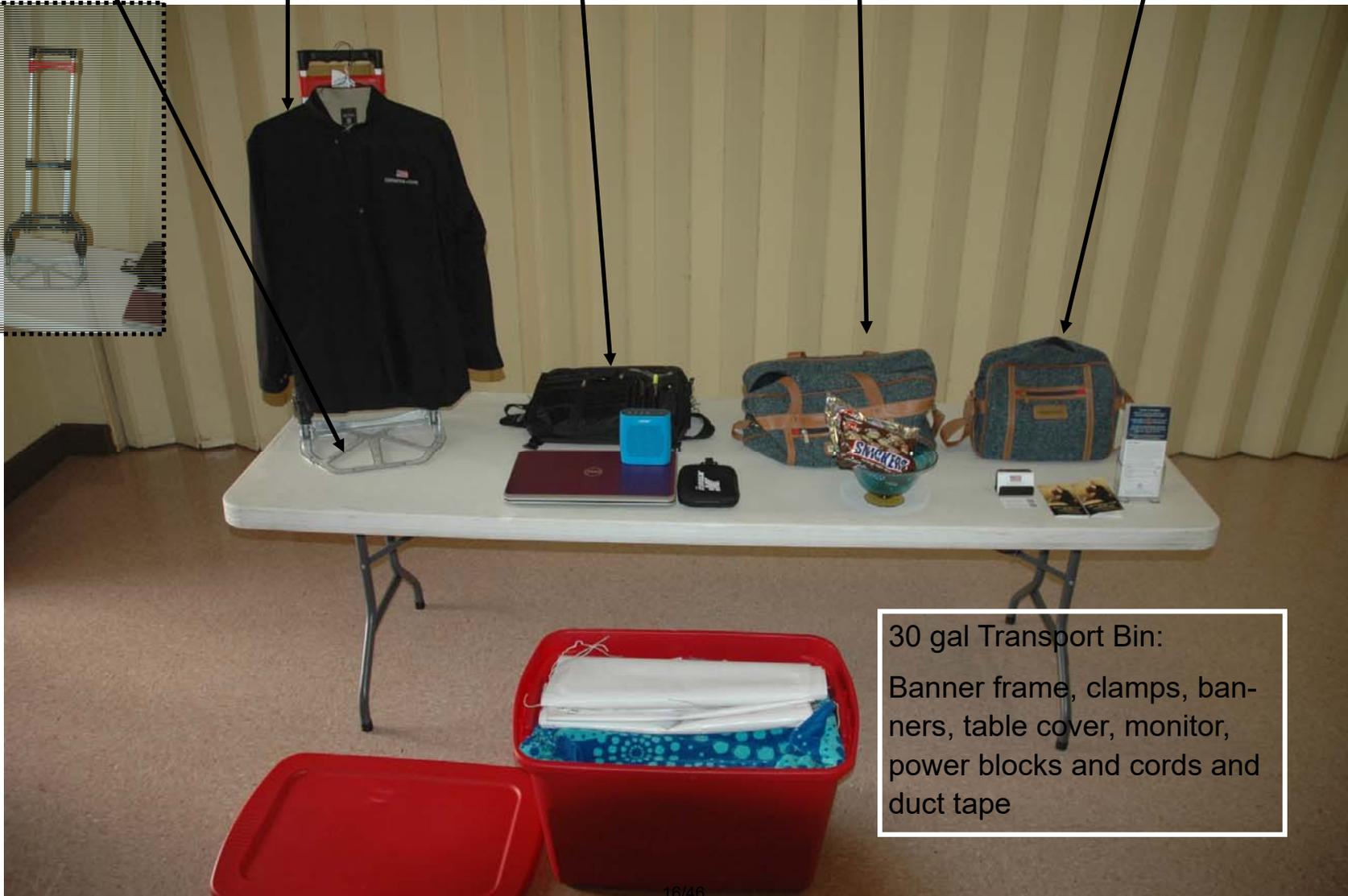
Folding Hand Truck

COS Shirt

Computers &  
Bluetooth Speaker

Candy & bowl bag

COS literature bag: palm  
and business cards, and  
card holders, articles.



30 gal Transport Bin:  
Banner frame, clamps, banners,  
table cover, monitor,  
power blocks and cords and  
duct tape

# COS Event Table Technology

Laptop to play the Alabama video

Video Monitor (to show the COS Alabama video)

PC for petitions (Excel file)

Laser light

Bluetooth Speaker

Power Cords, clamps & Duct tape



# COS Event Table Setup

Candy Bowl

Business Cards In holder

Petition laptop

Paper petition on clipboard

Laminated COS Reference Sheets

Palm cards in stand

Bus Cards with "link" side up

Alabama video and Bluetooth speaker

Pocket Constitutions



Laser lamp is under table bouncing light at the front foot area of the table

Laptop playing video is under the table on the transport bin.

# COS Event Table with Banner Floor Mounted



# COS Event Table with additional Gun Show Banner



## Suggested COS Event Apparel — Black Logo Shirt and Tan Slacks



## **COS Event Material Sources**

# COS Event Apparel



## < Option 1

Order a shirts at [Convention of States Store](#)

Embroidery: **Convention of States**

**Price: \$26, plus shipping**

## Option 2 >

Buy a shirt locally (to ensure a perfect fit) and send it to **Control Graphics** for embroidery

< Embroidery: **Convention of States & Flag**

**Price: \$26, includes return shipping**

Ship shirt to: Control Graphics  
530 US-41,  
Venice, FL 34285  
941-483-4600

## Option 3 >

Order shirts at Control Graphics—COS

Embroidery: **Convention of States & Flag**

**Price: \$34, includes shipping**



# COS Business Cards



Source: [VistaPrint.com](http://VistaPrint.com)

500 cards, 2-sided Cost: \$24.75

Copy & paste Logo >  
In COS file folder.



**Note: QR codes can be produced at:**

<https://www.the-qrcode-generator.com/>

**Text to enter for video link**

<http://www.cosaction.com/alabama>,

**Or copy and paste this image >**

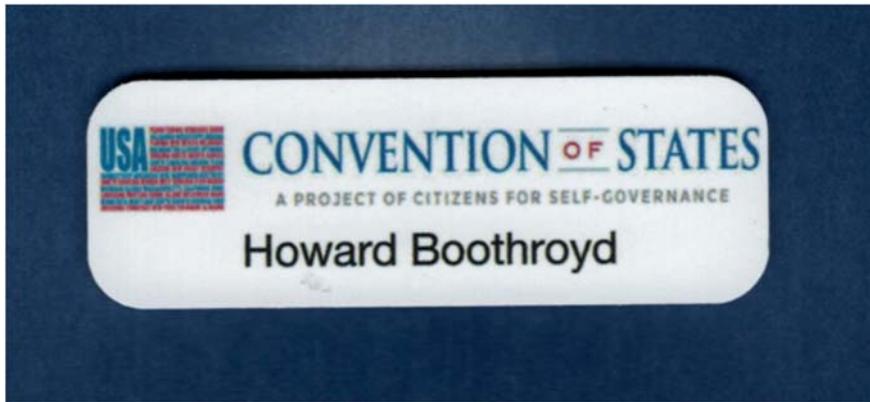


**Sample Text to enter for your personal petition link**

[http://www.cosaction.com/recruiter\\_id=your\\_recruiter\\_#](http://www.cosaction.com/recruiter_id=your_recruiter_#)

For assistance call Howard @ 941-320-0476

# COS Name Badge



Source: Office Depot

1" x 3" Name Badge Item # [334884](#)

Price: \$16

Magnetic Badge Fastener Item # [328001](#)

Price: \$2.99



Use [Publisher file](#) ( *COS Name Badge.pub* ) in COS folder for creating your name badge .jpg file and uploading to Office Depot.

For assistance call Howard @ 941-320-0476

# COS Palm Card Holder

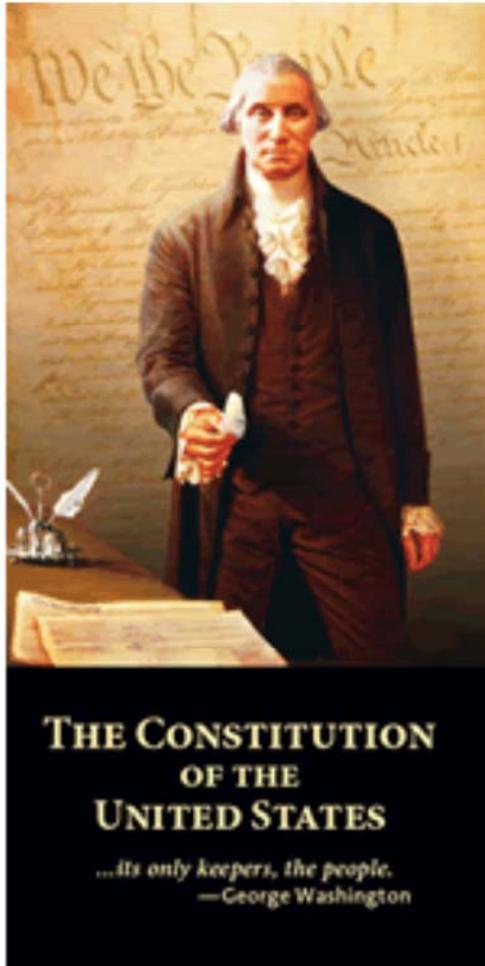


Source: Office Depot

Plastic Holder Item # [447534](#)

7 3/4"H x 4 3/8"W x 3 1/4"D, Clear

# Pocket Constitutions



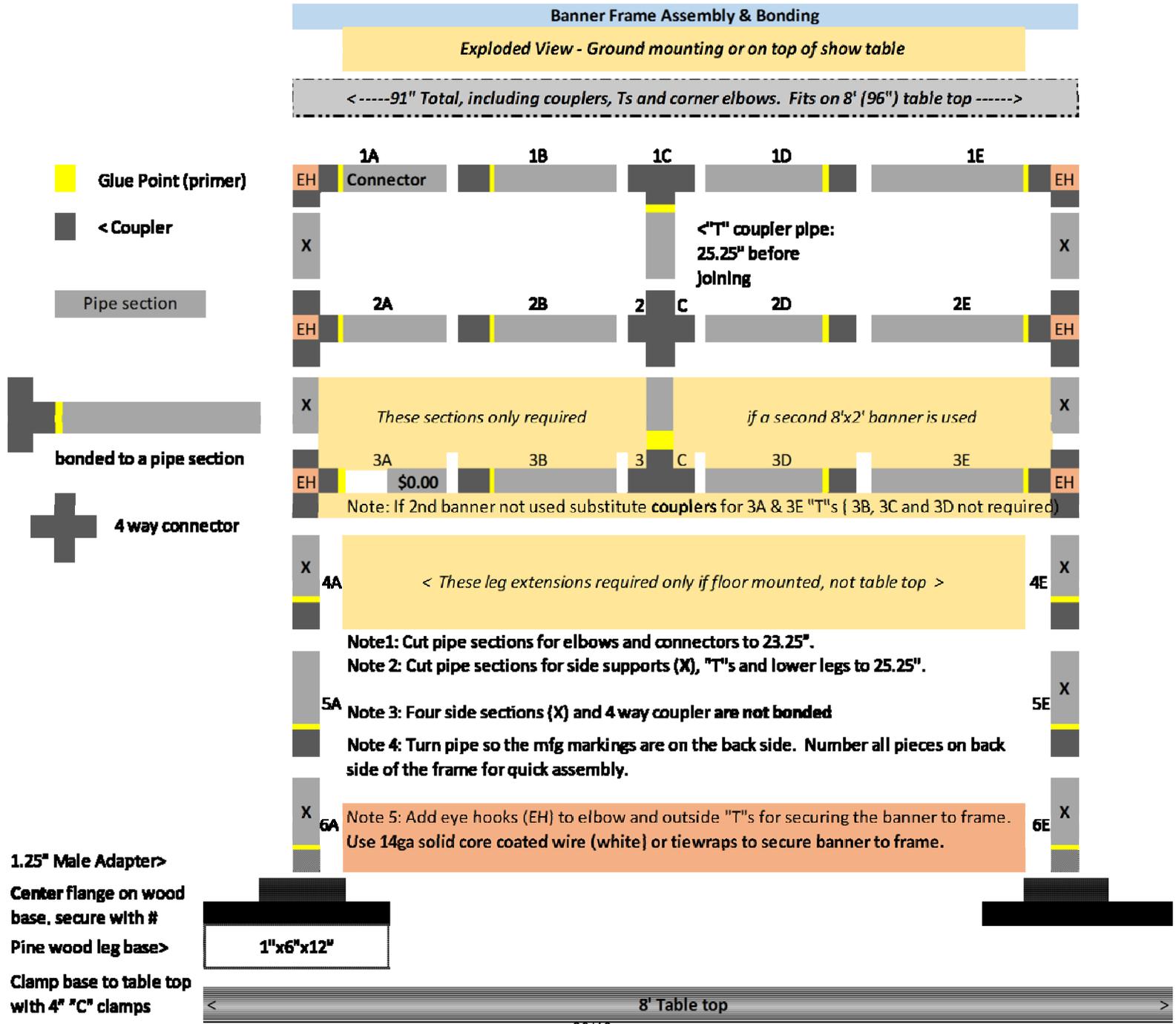
Source: [National Center for Constitutional Studies](#)

<b>Pricing for boxes of 100 *</b> (ie. qty of 1 = 100 copies)	Dis- count	Unit Cost	Total Price
box quantity (1 = 100 copies)			
1	65%	35 cents	\$35
2	70%	30 cents	\$60
10 +	75%	25 cents	\$250

\* All box quantities of 100 ship FREE.



# Banner Frame



# Transport Bin



Source: Home Depot

30 Gallon Bin

Price: \$10

## COS Banner



Source: [www.stickersbanners.com](http://www.stickersbanners.com)

COS Banner 8' x 2'

Save Your Gun Rights Banner 8' x 2'

Price: 23.84 ea., plus shipping

**Note: COS Graphics are on file. These are re-order item.**

Contact Howard Boothroyd @ 941-320-0476 for assistance.



# **Sarasota Gun Show December 2015**

## **Pictures from the Event**

# Sarasota Gun Show December 2015



# Sarasota Gun Show December 2015



# Sarasota Gun Show December 2015



# Sarasota Gun Show December 2015



# Sarasota Gun Show December 2015

Another petition being signed!





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# Event Checklist

On Hand	Buy	Community Event / Gun Show Materials List			
		Event Fee	Comments		Source
		Event base fee			
		Electricity fee			
		Materials (most one time purchase items, if not already on hand) Total>		\$882.47	
		<b>Banner</b> Banner Mounting Kit (see list)			
		<b>COS Apparel</b>			
		COS Logo short/long sleeve shirt / blouse		\$27.00	TBD
		COS name tag, Full Color Printed	Online Only	\$16.03	Office Depot
		<i>See Event Graphics page for ordering information</i>			
		<b>Table setup</b>			
		COS - Generic banner 60 x 24	"Reorder Item"	\$24.83	Stickersbanners.com
		COS - Gun Show banner 60 x 24	"Reorder Item"	\$24.83	Stickersbanners.com
		8', 3 side/split table cover, black w/ Logo	"Reorder Item"	\$165.03	BannerBuzz.com
		Gun Show banner mounting frame (PVC)		\$159.33	Home Depot/Lowes
		Palm card holder		\$3.49	Office Depot
		Clipboard (bring pens)		\$4.99	Office Depot
		Power block, 6 outlet		\$4.97	Home Depot
		Extention cable, 16ga, 50 ft		\$12.97	Home Depot
		Duck Tape, 60 yrd roll		\$8.28	Home Depot
		Folding chairs (2) (may be provided with table)	23.98 ea	\$47.96	Home Depot
		Milwaukee Folding Hand Truck		\$25.96	Home Depot
		Honda EU2000i Generator (optional, for outside venues w/o power)		-	Home Depot rental or purchase
				\$482.64	
		<b>Video Presentation</b>			
		Laptop 1 with HDMI output (for video)			Personal laptop
		Laptop 2 - Digital Petition			Personal laptop
		15"-19" Monitor / TV (HDMI input)		\$80.00	Best Buy
		5' Low-Profile HDMI Cable - Black		\$30.00	Best Buy
		Bluetooth speaker		\$45.00	Best Buy
				\$155.00	

On Hand	Buy	<b>Community Event / Gun Show Materials List</b>		
		<b>Print Items</b>		
		Pocket Constitutions	Pkg of 100	\$35.00 <a href="http://www.nccs.net/">http://www.nccs.net/</a>
		Cos Palm Cards	Pkg of 100	\$0.00 COS State Director
		COS - business cards		\$25.00 Vista Print
		COS Table Documents - Laminated		\$10.50 Print & Laminate
		COS Petition - paper copy (5)		Print
		<i>* Laminate @ Office Depot. \$1.49 per page (single or two sided)</i>		<b>\$70.50</b>
		<b>Goodies</b>		
		Candy bowl w/ candy		<b>\$15.00</b> Target

**Banner Mounting Kit Components - 8' w x 8' or 10' h (2 banners)**

Floor or table mount		Qty	Cost	
Description				
Sch 40 PVC - 1 1/4" pipe, 5' stick, cut to length		6	\$ 5.52	\$33.12
Sch 40 PVC - 1 1/4" Coupler		10	\$ 0.66	\$6.60
Sch 40 PVC - 1 1/4" 90* Elbow		2	\$ 1.28	\$2.56
Sch 40 PVC - 1 1/4" T coupler		6	\$ 2.97	\$17.82
Sch 40 PVC - 1 1/4" 4 way coupler		1	\$ 2.78	\$2.78
Sch 40 PVC - 1 1/4" Male Adapter (threaded)		2	\$ 1.58	\$3.16
PVC Primer, blue (only select pieces to be bonded)		1	\$ 5.96	\$5.96
Eye hooks, #210 x 1-3/16"		6	\$ 0.50	\$3.00
Galvanized Floor Flange, 1 1/4" thread		2	\$ 13.97	\$27.94
Base blocks (wood) 1"x6"x 12" (for floor flange)		2	\$ 2.00	\$4.00
Tie Wraps, 11', or 14ga coated solid core wire		1	\$ 2.50	\$2.50
4" "C" clamp		2	\$ 7.96	\$15.92
Laser light		1	\$ 24.00	\$24.00
Sterilite storage bin/transport case, 30 gal		1	\$9.97	\$9.97
				<b>\$159.33</b>

**Note: Pipe sections with a coupler or T attached will fit in 30 gal bin.**

If table space is against a wall use floor-mount configuration otherwise configure for 6' and mount to table top using "C" clamps.

**Note: Prices do not include sales tax or shipping charges, if any**



**Banner Frame Assembly & Bonding**

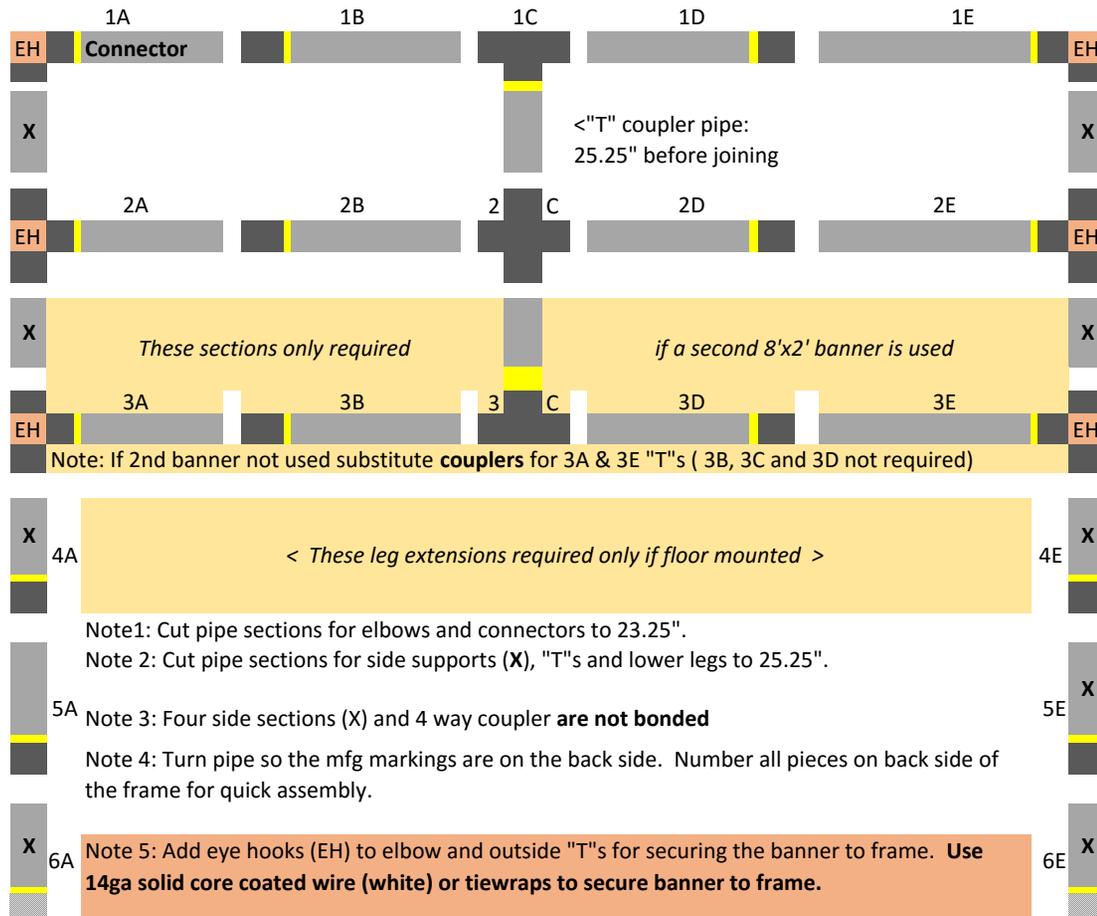
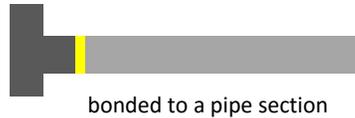
*Exploded View - Ground mounting or on top of show table*

< -----91" Total, including couplers, Ts and corner elbows. Fits on 8' (96") table top ----->

 Glue Point (primer)

 < Coupler

 Pipe section



1.25" Male Adapter>

**Center** flange on wood base, secure with #

Pine wood leg base>

Clamp base to table top with 4" "C" clamps

1"x6"x12"

8' Table top

# Digital Petition Guide

## Before using the Digital Petition

This petition workbook is provided as an Excel Template. As such, you must save it to your COS file folder under a unique name, such as the name of the event.

*You can use the same name structure as the Tag for the event, as shown below (See 1-B)*

In order to avoid potential petition loss, it is recommended that you frequently save the file, or **set the auto save to 1 minute interval**.

The petition form page has been split so that the row titles are always visible as new entries are made.

The columns are set for wrap text so that the input is always visible, although it may cause expansion of the cell depth.

## 1. Preparing the Petition

A. In to top Right box insert the name of the event

B. Under the event name insert an event tag (this will make it easy for sorting the group of signers once entered into NationBuilder.)

It is recommended that the tag be along these lines: **Event+City+Type+Date**

Example for a gun show (GS) event in Sarasota (SRQ), FL in December of 2015: **EventSRQGS1215**

C. In to top Left box insert the District Captain's name

Note: It is advisable to check each petition entry for completeness.

*If entry is on a **paper petition** check for legibility and entry for completeness.*

## Digital Petition Guide

### 2. Post Event - Preparing the file for submission to COS

- A. Input any petition entries taken on paper petition form
- B. Check all entries for completeness
- C. Save the file to the COS folder as a .csv file (Save As, .csv [MS-DOS])
- D. Email the file to COS - Jason Girard <jgirard@cosaction.com> for uploading to NationBuilder

