

MEMO TO: **DISTRICT COMMANDERS
DISTRICT ADJUTANTS**

MEMO FROM: **JOHN A. DERNER, DEPARTMENT ADJUTANT**

SUBJECT: **2018 DISTRICT SPRING CONFERENCES**

DATE: **MARCH 15, 2018**

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To assist you in planning for your 2018 Spring District Conference, I want to touch on a few important items. **Please read both pages of this memo and all enclosed documents carefully.**

Form Instructions:

There are a number of forms which need to be completed by the current District Adjutant and Commander and the incoming District Commander. Please review this packet in its entirety to make sure all forms are properly distributed and completed. Electronic versions of the forms are available on our website at <http://www.ialegon.org/districtforms.htm> in PDF (Acrobat) format for your convenience. Use the forms provided by the Department to report your information.

District Elections:

Elections will need to be held for the following:

1. District Officers – reported on District Officer Report
2. Delegates and Alternates to the National Convention
3. Department Liaison Committee – reported on District Chairman Report
4. Convention Commission (for vacant or expiring terms only) – reported on District Chairman Report

It is important that you schedule ample time for these elections. I would suggest that each District Adjutant and Commander review election procedures, not only for the election of new District Officers, but for the election of delegates to the National Convention.

Department Convention Committees - You must make appointments to the Department Convention Committees at your Spring Conference and report them to Department. Please see the enclosed instructions and form.

District Officer Report (Gold Form)

This form should be filled out completely by the current District Adjutant and returned to Department Headquarters immediately following your District Conference. This will enable Headquarters to contact the newly elected District Officers concerning various meetings and provide important information concerning their future involvement on the District and Department level. Please use the form provided by the Department to report this information.

National Convention Delegate List (Blue Form) and Alternate List (Ivory Form)

The Delegates and Alternates to the National Convention will be elected at your Spring Conference. The number of Delegates and Alternates entitled to your District is listed in the upper right hand corner of the form. It is extremely important that this form be completed by the current District Adjutant and forwarded to Department Headquarters immediately after your District Conference. Even if the District does not fill its entire delegation, send the form. Names can be added later by the District Commander by phone. We must have the full names of the Delegates and Alternates; his/her complete mailing address, and Post number. Do NOT submit delegate registration fees with these forms. Each individual is responsible for submitting payment with their own registration form.

National Convention Registration Packets (Not enclosed with this mailing)

All National Convention forms will be brought to your District conference by the Department staff member assigned. Please be sure each National Convention Delegate & Alternate elected at your conference receives a National Convention Registration Packet. Members not elected as Delegates or Alternates at your District Conference who wish to attend the National Convention can register as guests. These members should contact Department Headquarters for a registration packet. Registration forms are also available on the Department website.

2019 District Dues Reporting Form

The Department is preparing to print the Membership Transmittal Forms in order to have them available for distribution with the Post membership cards and rosters. Each District must verify your District dues for the 2019 membership year. This form must be completed by the current District Adjutant or Commander at the close of your conference and return to Marcia Hoch, Executive Secretary. Please return the form regardless of whether or not District dues have changed. All forms should be submitted immediately after your District Spring Conference.

2019 District Paid Up For Life (PUFL) Dues

Districts are responsible for collecting per-capita dues from the Post if they so choose. The Department will assist by preparing and mailing a letter and remittance slip to each Post in the District. Posts will submit payment directly to the District. Department will only prepare and mail forms to Posts if the current District Adjutant or Commander completes the enclosed form and returns it to Department before May 10.

Department Leadership School & District Commander Orientation

Orientation for the newly elected District Commanders and District Officers will be June 1-3, 2018. Each District is allowed six (6) attendees at Department expense, one of which should be the newly elected District Commander. Candidates for Department Commander, Department Vice Commander, NEC and Alternate NEC are also authorized to attend and do not count against the district allocation. Information is enclosed with this mailing.

Leadership School List of Authorized Attendees (Orange Form)

The newly elected District Commander should complete this form listing the authorized attendees from your District. The form must be received at Department Headquarters no later than May 10.

Registration Form for Department Leadership School (Yellow Form)

This form will be completed by each individual selected by your District to attend the Department Leadership School. Leadership School registration packets will be brought to your conference by the Department staff member assigned. Please discuss the Leadership School at your Conference and provide each authorized attendee with a registration packet. Additional forms are available on our website or by contacting Department Headquarters.

District Chairman Appointments (Green Form)

Please give the District Chairman form to the newly elected District Commander at the Spring Conference. Committee appointments must be made and the form submitted before May 31. Please use the form provided by the Department to report this information.

District Cap Order Form

Many individuals elected to District offices will need to order caps through National Emblem Sales. Newly elected officers may use the enclosed forms and guidelines to order their caps. Orders may also be placed by phone or internet. Orders should be placed directly with National Emblem Sales. Each individual must order and pay for his/her own cap, unless otherwise provided by the District. If you have questions on placing your order, contact Department Headquarters or Emblem Sales.