

MEMO TO: **DISTRICT COMMANDERS
DISTRICT ADJUTANTS
DISTRICT COMMANDERS ELECT**

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

SUBJECT: **DISTRICT SPRING CONFERENCES**

DATE: **FEBRUARY 13, 2026**

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

INSTRUCTIONS

There are several forms which need to be completed by the current District Adjutant and Commander and the incoming District Commander. **Use the forms provided by the Department to report your information.** Please review this packet in its entirety to make sure all forms are properly distributed and completed. Electronic versions of the forms in fillable PDF format are available online at <https://www.ialegion.org/resources/> under District Conference Forms. To use the online forms: (1) Save the form to your computer (2) Open the form with Adobe Acrobat or other PDF program (3) Complete the form (4) Save the form (5) Send the form as an email attachment to info@ialegion.org.

District Elections

Elections will need to be held for the following:

1. District Officers – reported on District Officer Report
2. Delegates and Alternates to National Convention – reported on Delegate and Alternate forms
3. Department Liaison Committee – reported on District Chair Report
4. Boys State Board (**for vacant or expiring terms only**) – reported on District Chair Report
5. Convention Commission (**for vacant or expiring terms only**) – reported on District Chair Report

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

District Officer Report (Tan Form)

What is this form: Tells Department who the incoming District Officers are.

Who completes this: Current District Adjutant

When is it due: Immediately following the district conference to Department Headquarters.

Note: Remaining positions can be reported by the incoming District Commander when they are filled.

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

Each district is entitled to one delegate per 1,000 members or major fraction thereof. The number of delegates and alternates to which your district is entitled is indicated on the enclosed National Convention Delegate Strength Report.

What is this form: Tells Department elected Delegates and Alternates to National Convention.

Who completes this: Current District Adjutant

When is it due: Immediately following the district conference to Department Headquarters.

What to do: Elect delegates and alternates to the National Convention at your Spring Conference.

Note: If the district does not fill its entire delegation, names can be added later by the District Commander by phone. We must have the name, post number, phone number, and email address of each delegate and alternate. Do NOT submit delegate registration fees. Individuals are responsible for submitting payment with the registration form.

National Convention Registration Packets (not enclosed with this mailing)

What is it: Forms/Information for any National Convention Delegates & Alternates from the District

What to do: Provide the packets to any delegates/alternates elected at the conference

Note: All National Convention forms will be brought to your district conference by the Department staff member assigned. Members not elected as Delegates or Alternates at your District Conference who wish to attend the National Convention can register as guests. Registration forms are also available on the Department website.

Department Convention Committees

What is it: Information and Form on Department Convention Committees

What to do: District makes appointments to the Department Convention Committees at District Spring Conference

When is it due: Form is due immediately following the district conference to Department Headquarters

Note: Full instructions on the information sheet about the Convention Committees.

District Dues Reporting Form

What is this form: Tells Department amount of District Dues for upcoming membership year and new transmittals forms.

Who completes this: Current District Adjutant or Commander

When is it due: Immediately following the district conference to Department Headquarters.

Note: Return the form regardless of whether district dues have changed.

Department Leadership School (Yellow Sheet)

What is it: Information regarding the upcoming Department Leadership school May 29-31, 2026.

Who is it for: 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.

Note: ALL attendees MUST register online by May 15. Information is also available on our website at <https://www.ialegion.org/leadershipschool/>. Please discuss the Leadership School at your Conference and provide information to each authorized attendee.

Leadership School List of Authorized Attendees (Gray Form)

What is this form: Tells Department the District's six (6) authorized attendees to Leadership School.

Who completes this: Newly elected District Commander

When is it due: Must be received at the Department no later than **May 10**.

District Commander Orientation

Who is this for: District Commander Orientation for District Commanders for 2026-2027 membership year.

When is this: May 29, 2026, at Department Headquarters.

Note: District Commander for 2026-2027 year will need to RSVP to Department Headquarters whether they can attend.

District Chair Appointments (Green Form)

What is this form: Tells Department who the incoming District Chairs are.

Who completes this: Current District Adjutant and/or Commander

When is it due: Immediately following the district conference for all known positions to Department Headquarters. All appointments must be reported by May 31.

Note: The newly elected District Commander must report any remaining committee appointments to the Department before May 31.

District Cap Order Form

What is this form: To order caps through National Emblem Sales (not the Department)

Who completes this: Newly elected officers to order District cap

Note: Orders may also be placed by phone or internet. Orders should be placed directly with Emblem Sales. Everyone must order and pay for his/her own cap, unless otherwise provided by the district. If you have questions about placing your order, contact Department Headquarters or Emblem Sales.