

American Legion Auxiliary, Department of Nevada
Department Convention Credentials Forms

**Make sure these forms are received by
Department Headquarters
*NO LATER THAN JULY 6th.***

Please Note:

- No Delegate fees will be collected at Department Convention
- No Unit will be seated as a Delegation unless Delegate Fees are paid to Department by **Wednesday, July 6th**
- Don't send these forms as Signature Required as they won't be picked up from the Post Office if delivery can't be made
- If you need additional space to record your Delegates, please attach a separate piece of paper to the forms

American Legion Auxiliary, Department of Nevada Department Convention Credentials Worksheet

The following delegates and alternates have been duly elected to represent:

_____ Unit No. _____

at the Annual Department Convention of the American Legion Auxiliary, Department of Nevada
July 15, 16, and 17, 2016 in Henderson, Nevada at the **Fiesta Resort**.

Determining Delegates from Membership:

Unit Membership as of June 30, 2016	Membership Total Divided by 10	Membership Fraction	Fraction Adjusted by: rounding decimal up (if .6 or more) or down (if .5 or less)	Delegates from Membership	Plus 1 At Large Member	Total Membership Delegation
	$\div 10 =$				$+ 1 =$	

To "round up" you need to have .6 or higher. For example, if you have 45 members: $45 \div 10 = 4.5$ Since the fraction isn't .6 or higher you would round down to 4.

Determining Officer Votes:

Current Department Officers (if any)	Current District Presidents (if any)	Past Department Presidents (if any AND who are attending Convention)	Total Officer Vote	Plus Total Membership Delegation	Total Delegation

Unless Past Department Presidents (PDP) in your unit are planning to attend the Department Convention, you don't have to pay for their registration fee. If the PDP is planning on attending Department Convention, your unit must submit their registration fee.

Determining Registration Fees:

Total Delegation	Multiplied by Cost per Delegate	Total Delegate Fees Due	Amount Paid	Check #	Date Check Written	Date Forms Mailed
	$\times \$3.00$					

Unit _____

Date _____

Delegates

Alternates

Current Department Officers, Current District Presidents, and Past Department Presidents:

Attest:

Unit Secretary

Unit President

A copy of this form and associated delegate fees must be RECEIVED by Department Headquarters:

NO LATER THAN WEDNESDAY, JULY 6th

This page is a copy of your Credentials Worksheet for you to keep on file and to give a copy to your Unit Delegation Chair to bring with her to Department Convention

The following delegates and alternates have been duly elected to represent:

_____ Unit No. _____

at the Annual Department Convention of the American Legion Auxiliary, Department of Nevada July 15, 16, and 17, 2016 in Henderson, Nevada at the **Fiesta Resort**.

Determining Delegates from Membership:

Unit Membership as of June 30, 2016	Membership Total Divided by 10	Membership Fraction	Fraction Adjusted by: rounding decimal up (if .6 or more) or down (if .5 or less)	Delegates from Membership	Plus 1 At Large Member	Total Membership Delegation
	÷ 10 =				+ 1 =	

To "round up" you need to have .6 or higher. For example, if you have 45 members: 45 ÷ 10 = 4.5 Since the fraction isn't .6 or higher you would round down to 4.

Determining Officer Votes:

Current Department Officers (if any)	Current District Presidents (if any)	Past Department Presidents (if any AND who are attending Convention)	Total Officer Vote	Plus Total Membership Delegation	Total Delegation

Unless Past Department Presidents (PDP) in your unit are planning to attend the Department Convention, you don't have to pay for their registration fee. If the PDP is planning on attending Department Convention, your unit must submit their registration fee.

Determining Registration Fees:

Total Delegation	Multiplied by Cost per Delegate	Total Delegate Fees Due	Amount Paid	Check #	Date Check Written	Date Forms Mailed
	x \$3.00					