

American Legion Auxiliary, Department of Nevada  
Department Convention Credentials Forms

**Make sure these forms are received by  
Department Headquarters  
*NO LATER THAN JULY 5th.***

**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 **Thursday, July 5th.**
- 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. Regular mail only, please.
- 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 13, 14, and 15, 2018 in Reno, Nevada.

### Determining Delegates from Membership:

Unit Membership as of June 30, 2017	Membership Total Divided by 10	Membership Fraction	Fraction Rounding: (circle one)	Delegates from Membership	Plus 1 At Large Member	Total Membership Delegation
	÷ 10 =		if fraction is <b>.6 or more</b> ↑ ↓ if fraction is <b>.5 or less</b>		+ 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 <b>AND</b> who are attending Convention)	Total Officer Vote	Plus <b>Total Membership Delegation</b>	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. Each person only counts once, even if they can be listed in more than one column.*

### 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 =					

Unit \_\_\_\_\_

Date \_\_\_\_\_

**Delegates**

**Alternates**

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

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*Attest:*

\_\_\_\_\_  
Unit Secretary

\_\_\_\_\_  
Unit President

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

**NO LATER THAN THURSDAY, JULY 5<sup>th</sup>**

*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*

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