### **Convention Registration Form Instructions**

<u>Delegates</u>: You have to pay according to your Post membership numbers. Please refer to page 4 for the correct numbers of Delegates. **If your Post is not attending, you will still have to pay \$20.00 for each delegate**. For Example, if your Post has: 151-250 members will be allowed 4 Delegates. ( $$20.00 \times 4 = $80.00$  in all/total)

<u>Alternates</u>: If you have more members who wish to attend than Delegates allowed you may choose as many Alternates as you are allowed Delegates or less at \$20.00 each. For Example, If your Post has: 151-250 paid members will be allowed 4 Delegates and 4 Alternates. You could owe the Department up to \$160.00.

<u>Delegates-At-Large</u>: If you have Delegates-At-Large in your Post they have been listed for you. **You DO have to pay for these members whether they attend Convention or not**. For Example, If your Post has: 151-250 paid members will be allowed 4 Delegates and 4 Alternates. You will owe the Department up to \$160.00. If you have 2 Delegates-At-Large you will need to add \$20.00 each to the previous total of \$160.00 + \$40.00 you would need to pay the Department \$200.00.

<u>Guests</u>: You may have as many guests as you would like. Guests are \$7.50 each. This amount is added to the above totals. For Example, If your Post has 151-250 paid members will be allowed 4 Delegates and 4 Alternates. You will owe the Department up to \$160.00. If you have 2 Delegates-At-Large you will need to add \$20.00 each to the previous total of \$160.00 + \$40.00 you would need to pay Department \$200.00. 2 Guests attending at \$7.50 each your total will go up to \$160 + \$40.00 + \$15.00 totaling \$215.00.

When filling out your Certification and Registration Form, please leave the name field blank if you DO NOT have anyone attending the Convention from your Post.

You are still required to send in your Certification and Registration Form along with your check fee for each Delegate into Department no later than May 15, 2023. Please DO NOT list names if not attending.

Your Post will be able to pick up the Name badges at the Convention registration table and packets.

Thank you,

Department Adjutant



### **DEPARTMENT OF OREGON**

### 104<sup>th</sup> DEPARTMENT CONVENTION

JUNE 14, 15, 16, 17, 2023

## CERTIFICATION AND REGISTRATION FORM DELEGATES – DELEGATE-AT-LARGE – ALTERNATES – GUESTS

Complete and return both sides this form no later than May 15, 2023

POST NAME	POST NUMBER	DISTRICT #	DATE
PLEASE TYPE OR PRINT LEGIBLY			
FIRST NAME LAST NAME MEN	IBER ID # FIRST N	AME LAST NAME	MEMBER ID #
DELEGATES			
	ALTERNATE DELEGA	ATES	_
DELEGATES- AT- LARGE			
	0115050		<u> </u>
	GUESTS		<del>                                     </del>
	-		<u> </u>
		D 4000045	
<u>ADDITIONAL SPACE ON ATTACHED SIDE ADD APPROPRIATE HEADINGS</u>			
Delegate Delegate et Lauge Alteur	ata Danistustian	. Eas 620 00 asab	
<u>Delegate</u> <u>Delegate-at-Large</u> <u>Altern</u>	<u>ate</u> Registration	n ree \$20.00 each _	<del></del>
Guest Registration Fee \$7.50 Total Amount enclosed \$			
The above registration fees are the	responsibility of t	he Post	
Please make check payable and ma	<b>-</b>		
Thease make eneck payable and ma	P.O. Box 173	_	
		Oregon 97070	
This is to certify that on, 2023 this		_	sent us at the 104 <sup>th</sup>
	ed		
	(Chairperson of I		

	CONTINUED FROM PAGE ONETYPE OR <u>PRINT</u> LEGIBLY PLEASE ADD APPROPRIATE HEADINGS				
					MEMBER ID #
All payments for Delegates, Delegates-at-Large, Alternates, and Guests are the responsible					
of your Post. If your Post does not pay the registration fees from your treasury, collect thi					
amount from each participant. Please issue only one check from the Post to Department					
Headquarters with a "Registration Fees" notation.					

MAILING I	NSTRUCTIONS
ONE COPY TO:	ONE COPY TO:
AMERICAN LEGION	YOUR
PO BOX 1730	DISTRICT
WILSONVILLE, OR 97070-1730	COMMANDER

This requirement is in accordance with Article 1, Section 1 of the "American Convention Commission

QUESTIONS CALL (503-685-5006)

(Include a check for Registration

Code of Procedure".

ATTEST: _		CERTIFIED:		
	(POST COMMANDER)		(POST ADJUTANT)	

PLEASE, Make sure to look for Delegates at Large on the next sheet before you write your check.

# BY POST MEMBERSHIP TO STATE CONVENTION

Membership	Delegates	Alternates
15-50	2	2
51-150	3	3
151-250	4	4
251-350	5	5
351-450	6	6
451-550	7	7
551-650	8	8
651-750	9	9
751-850	10	10
851-950	11	11
951-1050	12	12
1051-1150	13	13
1151-1250	14	14
1251-1350	15	15

## Please note this list above does not include Any Delegates at Large from your Post.

Please see the list to the right for your Post Delegates at Large.

Delegates at Large are extra, and the <u>Post</u>

<u>MUST PAY for Delegates at Large in addition</u>

<u>to the total number of delegates authorized</u>

<u>for your Post.</u>

If you find that there are any errors, please let the Department know as soon as possible.

### **Delegates at Large are:**

- Department Commander
- Department 1st Vice Commander
- Department 2nd Vice Commander
- Department Finance Officer
- · District Commanders
- Past Department Commanders

## Posts with Delegates at Large 2023

Post Numbe	er # of Delegates at Large	
5	2 Richard Schenfeld	
6	Tim Troupe 1 Rob Liebenow	
12	1 Toby Potter	
16	1 Larry Hill	
21	1 Mike Morris,	
24	1 Andy Millar	
29	2 Sid Carter John Reish	
34	3 Kevin Owens, Jacqulene Collison Jon Marsh	
50	1 Dave Applegate	
51	2 Steve Adams, Robert Scott	
61	1 Donald Epperson	
63	1 Charlie Schmidt	
65	1 Larry Wittmayer	
67	1 Daniel Burks	
72	1 Randy Tye	
74	1 James Moriarty	
86	1 Gene Hellickson	
104	3 Cory Brockmann, Don Weber Susan Hughes	
106	1 James Jerome	
119	1 Tom Harris	
133	1 Dale Jenkins	
149	1 Betty Fish-	
158	Ferguson 1 Patsy Nestor	
192	1 Bob Huff	

#### Shirt Order Form \$25.00-\$30.00 (Shirts will be at convention for pick up)

Shipping is \$6.00 each extra if you want your shirt shipped to you Don't forget to include your address

See attached Polo Shirt Order Form