

# Convention Registration Form Instructions

**Delegates:** Posts must pay according to your Post membership numbers. Please refer to page 4 for the correct number of Delegates. **If your Post is not attending, you are still required to pay \$20 for each delegate.** For Example, if your Post has: 151-250 members. The Post delegate strength is 4 Delegates. ( $\$20 \times 4 = \$80$  in total is owed to the Department.)

**Alternates:** If you have more members who wish to attend than Delegates allowed, you may choose as many Alternates as you are allowed Delegates at \$20 each. For Example, if your Post has: 151-250 paid members- your Post's delegate strength is 4 Delegates and 4 Alternates. Total amount due to Department for 4 Delegates and 4 Alternates is \$160 ( $\$20 \times 8 = \$160$ )

**Delegates-At-Large:** If you have Delegates-At-Large in your Post, they are listed for you on page 4. **You DO have to pay for these members delegate fee whether they do/ do not attend the Convention.** Delegate-at-large fee is \$20 ea.


**Guests:** The Post may have as many guests as wanted. Guest registration fee is \$7.50 each in addition to all other Delegate, Alternate and/ or Delegate-at-large fees.

When filling out your Certification and Registration Form, please leave the name field blank if you **DO NOT** have Delegates 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 to Department no later than May 10, 2024.** Please **DO NOT** list names if not attending.

**No Certification and Registration Form and fees will not be accepted at the Convention. Forms and fees must be provided to the Department no later than May 10, 2024.**

Your Delegates will pick up their name badges and packets at the Convention registration table.

V/R,



Jessie Decesaro-Clark  
Department Adjutant



**THE AMERICAN LEGION  
DEPARTMENT OF ORGON  
105<sup>th</sup> Convention  
June 13, 14, 15, 2024**

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

**COMPLETE AND RETURN NO LATER THAN MAY 10, 2024**

| POST NAME | POST No. | DISTRICT No. | DATE |
|-----------|----------|--------------|------|
|           |          |              |      |

| PLEASE TYPE OR <i>PRINT</i> LEGIBLY |           |             |            |           |             |
|-------------------------------------|-----------|-------------|------------|-----------|-------------|
| FIRST NAME                          | LAST NAME | MEMBER ID # | FIRST NAME | LAST NAME | MEMBER ID # |

**DELEGATES**

|  |  |
|--|--|
|  |  |
|  |  |
|  |  |

**ALTERNATE DELEGATES**

|  |  |
|--|--|
|  |  |
|  |  |
|  |  |

**DELEGATES- AT- LARGE**

|  |  |
|--|--|
|  |  |
|  |  |

**GUESTS**

|  |  |
|--|--|
|  |  |
|  |  |

No. of Delegates \_\_\_ Delegates-at-Large \_\_\_ Alternate \_\_\_ Registration Fee \$20 ea. \_\_\_\_\_

Guest- Registration Fee \$7.50 \_\_\_\_\_ Total Amount enclosed \$ \_\_\_\_\_

This is to certify that on \_\_\_\_\_, 2023 this Post elected the above-named members to represent us at the 105<sup>th</sup> Department Convention.

Signature: \_\_\_\_\_ (Chairperson of Delegation)

**CONTINUED FROM PAGE ONE**  
**TYPE OR PRINT LEGIBLY**

| FIRST NAME | LAST NAME | MEMBER ID # |  | FIRST NAME | LAST NAME | MEMBER ID # |
|------------|-----------|-------------|--|------------|-----------|-------------|
|            |           |             |  |            |           |             |
|            |           |             |  |            |           |             |
|            |           |             |  |            |           |             |
|            |           |             |  |            |           |             |

All payments for Delegates, Delegates-at-Large, Alternates, and Guests are the responsibility of your Post. **Please issue only one check from the Post to Department Headquarters with a “Registration Fees” notation.**

| <b>MAILING INSTRUCTIONS</b>   |  |  |
|---|--|--|
| ONE COPY TO:  |  | ONE COPY TO:                                       |
| <b>AMERICAN LEGION</b><br><b>PO BOX 1730</b><br><b>WILSONVILLE, OR 97070-1730</b> |  | <b>YOUR</b><br><b>DISTRICT</b><br><b>COMMANDER</b> |
|   |  |  |

Attest: \_\_\_\_\_ Certified: \_\_\_\_\_  
*(Post Commander)* *(Post Adjutant)*

Date: \_\_\_\_\_

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

**(Include check for Registration Fees)**

## Convention Delegate Chart

| 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 Delegate-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 **Post MUST PAY for Delegates-at-Large in addition to the total number of delegates authorized for your Post.**

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

| No. | Member   |
|-----|--|
| 5   | Richard Schenfeld<br>Charles Leverton                            |
| 6   | Rob Liebenow   |
| 12  | Toby Potter  |
| 21  | Mike Morris  |
| 24  | Andy Millar  |
| 29  | Sid Carter<br>John Reish   |
| 34  | Kevin Owens<br>Jacqueline Collison<br>Jon Marsh<br>Eric Stalling |
| 50  | Dave Applegate   |
| 51  | Steve Adams<br>Robert Scott                                      |
| 57  | Mike Speer   |
| 61  | Donald Epperson  |
| 63  | Charlie Schmidt  |
| 67  | Daniel Burks   |
| 72  | Randy Tye  |
| 75  | Renne Ohler  |
| 86  | Gene Hellickson  |
| 104 | Cory Brockmann<br>Don Weber<br>Susan Hughes                      |
| 106 | James Jerome   |
| 119 | Tom Harris   |
| 192 | Bob Huff   |