

# 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 1, 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 1, 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 1, 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.**

MAILING INSTRUCTIONS		
<b>ONE COPY TO:</b>		<b>ONE COPY TO:</b>
<b>AMERICAN LEGION PO BOX 1730 WILSONVILLE, OR 97070-1730</b>		<b>YOUR DISTRICT 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 Charles Leverton
6	Rob Liebenow
12	Toby Potter
21	Mike Morris
24	Andy Millar
29	Sid Carter John Reish
34	Kevin Owens Jacqueline Collison Jon Marsh Eric Stalling
50	Dave Applegate
51	Steve Adams 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 Don Weber Susan Hughes
106	James Jerome
119	Tom Harris
192	Bob Huff