



VERY IMPORTANT TRAINING

Delegates & Alternates and Installation

WHEN: Saturday, March 9, 2024
9:00 a.m. to noon (earlier than noon if completed earlier)

WHERE: Franklin Post Home

This training is **very important** for all members and especially for Presidents, Secretaries and Treasurers.

April is the month that Auxiliaries elect Delegates & Alternates to the Department and National Conventions. Then following elections the Installations will be held and finally, the Installation Reports need to be completed and filed appropriately.

This training is prepared especially to discuss in-depth information about the election of Delegates & Alternates and the completion of Installation Reports.

Specific training will cover:

1. How to determine how many Delegates & Alternates each Auxiliary may elect for each level;
2. Important deadline dates;
3. Samples of the Delegates & Alternates forms and how to properly complete them;
4. Samples of the Installation Report and how to properly complete it;
5. Where the completed forms need to be sent; and
6. What fees are required, how to compute those fees, and where and when the forms and fees are to be sent.

We had many issues last year and so we are providing this training to avoid the same issues this year.

Please contact the Department Secretary nhsecvfwaux@gmail.com to confirm that you will be attending, as we need a count for the number of handouts to be prepared.

Lastly, please feel free to contact Department Secretary Linda with any questions. Looking forward to seeing everyone on March 9th in Franklin.