

Daughters of Penelope  
Capital District No. 3  
2010 Instructions for District Convention Forms and Reports

Listed below are the forms and reports, which are to be completed by each Chapter in preparation for our District Convention. All forms and reports must be postmarked no later than April 9, 2010. Instructions for completing each form are below.

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**Chapter Certification of Delegate to District Convention Credentials Committee**

Delegates to the District Convention should be elected by all chapters in March. **This form must be sent by Certified Mail, Return Receipt Requested and postmarked no later than April 9, 2010. The original and one copy are to be mailed to the District Secretary.**

**Credential for Delegate/Alternate, District Lodge Officer or Past District Governor**

This form is to be completed in triplicate. One copy is mailed to the District Secretary, one copy is given to the delegate/alternate, District Lodge Officer or PDG to present to the Credentials Committee at the convention and one copy is kept in the chapter files. The delegate/alternate, District Lodge Officer or PDG must also show her current membership card when registering with the Credentials Committee.

**Combined Chapter and Financial Report Form**

Please be sure to use the form enclosed. All other copies are obsolete. Please mail the completed form to the District Secretary by April 9, 2010. A copy should be kept for the Chapter files.

**Proposed Legislative Changes Form**

Please be sure to use the form enclosed. Please mail the completed form to the District Secretary by April 9, 2010. A copy should be kept for the Chapter Files. Please complete 1 form for each submission.

**Grievance Form**

Please be sure to use the form enclosed. Please mail the completed form to the District Secretary by April 9, 2010. A copy should be kept for the Chapter Files. Please complete 1 form for each submission

**Convention Committee Sign-up Form**

Please be sure to use the form enclosed. Checkmark three (3) committee choices on which you would like to work. Please mail the completed form to the District Secretary by April 9, 2010. A copy should be kept for the Chapter files.

Note: Though the Lodge will make every effort to assign the committees as requested, the Lodge reserves the right to make committee assignments based on such things as Delegation strength and time constraints.

**Penelope of the Year Application**

Each chapter has been sent the Penelope of the year Application Form from headquarters. If for some reason you have not received it, please let me know or download the form from the HQ web-site. It is very important that each chapter follow the instructions printed on the inside of the form. We do not want any deserving sister to be disqualified on a technicality, specifically the Eligibility portion that states "1. Any member of the Daughters of Penelope in good standing with her chapter, and whose chapter is in good standing with the National Headquarters is eligible. 2. Current Grand Lodge officers, including the National Advisor to the Maids of Athena, Past Grand Presidents and current District Governors shall not be eligible. 3. Having been selected District Penelope of the Year in her District, candidates' names cannot be submitted a second time until after five (5) years." **Also of particular importance is No. 5 in the chapter Level section which reads "The entry form must be forwarded to the District Governor, signed by the Chapter Secretary and President no later than two weeks prior to the District convention and shall be mailed Return Receipt Requested."**

All forms and reports must be postmarked no later than **April 9, 2010**.