

CONVENTION FORM QUICK GUIDE REFERENCE AND CHECKLIST

| Form: | Form Included in this Packet? | Mail Completed Form To: | Method of Posting | Postmark Deadline |
|---|--|--|---|---|
| ○ Instructions for District Convention Forms & Reports | Yes | NA This form is included as a helpful guide only | NA | NA |
| ○ Chapter Certification of Delegate to District Convention Credentials Committee | Yes | District Secretary (2 copies) (also keep 1 for Chapter Records) | Certified Mail, Return Receipt Requested | April 9, 2010 |
| ○ Credential for Delegate/Alternate, District Lodge Officer or PDG | Yes | District Secretary (also give one to Member & keep 1 for Chapter Records) | Standard Post | April 9, 2010 |
| ○ Combined Chapter and Financial Report Form | Yes | District Secretary (also keep 1 for Chapter Records) | Standard Post | April 9, 2010 |
| ○ Outstanding Chapter of the Year Award Point -System | Yes | NA This form is included as a helpful guide only | NA | NA |
| ○ Proposed Legislative Form | Yes | District Secretary (also keep 1 for Chapter Records) | Standard Post | April 9, 2010 |
| ○ Grievance Form | Yes | District Secretary (also keep 1 for Chapter Records) | Standard Post | April 9, 2010 |
| ○ Convention Committee Sign-up Form | Yes | District Secretary | Standard Post | April 9, 2010 |
| ○ District Memorial Form | Yes | District Secretary (also keep 1 for Chapter Records) | Standard Post | April 9, 2010 |
| ○ Penelope of the Year Application | No This form is provided by HQ | District Governor | Certified Mail, Return Receipt Requested | No later than 2 weeks prior to the District Convention |