INSTRUCTIONS FOR PROPERLY SUBMITTING

POST CONVENTION REGISTRATION, DELEGATES, ALTERNATES AND ATTENDEES

NATIONAL BY-LAW - SECTION 222

Delegate strength shall be one for every thirty (30) members or fraction thereof in good standing. Delegates and alternates shall be elected in accordance with the Manual of Procedure.

Each Post will pay, in advance, a national convention registration fee of twenty-five dollars ($25) which shall entitle the Post to a packet of convention information and materials and one identified registered delegate for the National Convention. Each additional delegate attending the National Convention will pay a ten dollar ($10) delegate fee.

ONLINE

Online submission is the most preferred method of submitting the National Convention-Post & Delegate registration fee(s). As Post Quartermaster, you will log into **www.vfw.org** and access the "Online Membership System" (OMS) under "Post Quartermaster Tools & Resources", click on "Post & Delegate Registration" link. This is a 3-6 minute process for the average user. **Please have the membership number available of all delegates, alternates and attendees you are registering.**

Only the Post Quartermaster, utilizing this system, can register the Post's Delegates online. Members accessing the National Convention website are registered as attendees only.

The Post registration fee of $25.00 must be remitted *prior* to the convention; Post delegates will not be able to register their credentials unless this fee is paid.

MAIL-IN OR FAX

Enclosed with this notification is an invoice in the amount of $25.00. Quartermaster's may fill out and return this invoice using the enclosed pre-addressed, postage paid envelope. This form must be signed by the Adjutant or Quartermaster. The Post registration fee of $25.00 must be remitted *prior* to the convention; Post delegates will not be able to register their credentials unless this fee is paid. When using the enclosed form you are required to include the membership number, name and address of all delegates, alternates and attendees you are registering.

DEFINITIONS

Delegate- Member (in good standing) of the Post elected to represent the Post in all business activity at the National Convention. Delegates elected under Section 222 of the National By-Laws and Manual of Procedure shall not be considered instructed and may exercise full authority in the duty performed.

Alternate- Member (in good standing) of the Post elected to represent the Post in all business activity at the National Convention in the event the elected delegate cannot attend. Alternates not fulfilling the role as "Delegate" are considered "Attendees".

Attendee- Any member in good standing may register for the National Convention. Registering for the National Convention is another way a member can show support for VFW programs. The ten dollar ($10) registration fee entitles the member to a convention packet which may be picked up at the convention.

NOTIFICATION

Post Quartermasters will receive letter confirmation that the Post is registered.

Delegates, Alternates and Attendees will receive a confirmation letter. Included in this letter will be a request for Emergency Contact Information. We are asking all to fill-out and bring this form with them to convention; this is voluntary, but recommended.

All notification will be sent USPS, 3-5 days after processing.

Any change to a delegate's status shall be reported to the Quartermaster General.