



Request for a National Auxiliary officer to attend a state convention

**Request must be made to the National Auxiliary president no later than
four months prior to your state convention.**

Travel/hotel arrangements—We need to know the largest and closest airport to the convention city and the host auxiliary must arrange to pick up the visiting officer at the airport. The host auxiliary must also make hotel reservations for the visiting officer. *Please answer the following questions and submit this form to the National Auxiliary President:*

Where is your convention (city, state)? _____

What are the dates of your convention? _____

When would you expect the national officer to arrive and depart? _____

What is the hotel where the convention will be held? _____

Will the host auxiliary or state association pay hotel accommodations? _____

Will the host pay for travel expenses? _____

Who will be providing transportation to and from the airport? _____

Will convention fees, including banquet and/or lunches, be provided? _____

Will you have a quorum present? _____

(A quorum means all locals that are attending have paid their national and state dues by Feb. 28 and that, according to your state bylaws, you have enough locals in attendance to conduct business.)

Who is the NALC national officer assigned to the convention? _____

Will notices of the state auxiliary convention be sent to all the NALC branches in your state inviting all family members and/or significant others? _____

Is there a theme for your convention (if so, what is it)? _____

Do you request a particular officer? _____

Will there be a board meeting and will the national officer be expected to attend? _____

When and where will the board meeting be held? _____

Once a national officer is assigned to your convention, it is the responsibility of a state officer to contact that national officer about arrangements. She should be given all state officers' names and contact information, including e-mail addresses. A tentative agenda must be submitted to the assigned officer no later than one month prior to convention.

Please return this form to the National Auxiliary President at: Cynthia Martinez
3532 Mauna Loa Lane
Phoenix, AZ 85053