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:*

Cythensis Lang

319 Chelsea Court

Satsuma, AL 36572