

THINGS TO REMEMBER FOR THE DEPARTMENT CONVENTION

Come join us for our Department Convention. Below are all the deadline dates you will need to make your experience of Convention easier and worry free.

Pre-registration forms and hotel information will be mailed in the April 2023 Hot Line and when the February 2023 SEC minutes are distributed.

- Service Reports due from Locals for End of Year Deadline- MAY 5, 2023
- Annual reports for Convention Book- BY MAY 13, 2023
- **(These are e-mailed to the Exec. Secretary)**
 - All Local Auxiliary Presidents & District Presidents
- **(These are e-mailed to the President, 1st Vice & Parliamentarian)**
 - Department Officers and Chairmen
 - VAVS Representatives
- Revalidation form submitted to **Executive Secretary,- BY MAY 20, 2023**
- Department Patrons' Page and Money to **Executive Secretary BY MAY 15, 2023**
- Ads & Money to **Executive Secretary BY MAY 13, 2023**
- Donations to charities to **Executive Secretary - BY MAY 13, 2023**
- Pre-registration Deadline- **MAY 13, 2023 in hand.**
- Changes in Local & District Bylaws due to **Dept. Parliamentarian-BY MAY 15, 2023**
- **Resolutions** must be received by the Parliamentarian, **thirty (30) days prior** to the opening of the Department Convention.
- Meet deadline for AWARDS entries: **Postmarked by: FRIDAY May 27, 2023**
- **MAY 5th Date on Membership Score Card. To be used for all Awards.**
- Department Scholarships- **May 15, 2023- Postmarked to DEPT. Scholarship Chair**
- Hotel Cut-Off Date Deadline: **MAY 6, 2023- Room rate: \$135.00**