



## 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