



American Legion Auxiliary
Department of California

Instructions for Registering Secretaries

1. Forms for registration are supplied by Department. Each Delegate or Alternate must register and pick up their own convention packet.
Remember: Delegate/Alternate cards are being picked by the members from you.
2. All delinquencies must be cleared with Department Office before delinquent Units may be registered – a list of Units in non-compliance is in each District folder.
3. Only **elected** Alternates can be designated to act for absent Delegates.
4. Alternates must complete a *Certification of Alternate Serving as Delegate* form when being certified as a Delegate to replace an absent Delegate. This form must be countersigned by the Unit Delegation Chairman and is included in the folder.
5. Registration Secretaries, or their substitutes, must remain at the Registration Desk until registration closes and the registration folders are collected and checked over by the Credentials Committee. The rules of the convention determine the official closing of registration.
6. Credential Committee shall be the sole authority from any deviation in the aforementioned. In turn, you, as District Registering Secretary, will be the authority in determining the presence of the delegates claimed by the Delegation Chairman.
7. **Before stamping** the Delegate or Alternate card, you must check the member's membership card to verify they are paid for 2024. Make sure to write the date of registering in the correct space opposite the member's name.
8. No names are to be added to the credential list. Register only names of persons as they appear on the sheet.
9. Stamp the card REGISTERED across the card neatly.