
SPECIAL BULLETIN



The enclosed forms all pertain to the DEPARTMENT CONVENTION scheduled at the Trumbull Marriott, Trumbull, Connecticut, **July 12 - 14, 2019.**

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1. CALL for Convention.
 2. CONVENTION REGISTRATION RULES.
 3. DELEGATES and ALTERNATES Certification Sheets **WILL BE MAILED JUNE 12th.**
PLEASE NOTE: This form was changed starting in 2012 and only ONE copy will be required, either 'hard copy' by mail OR filled pdf by email with delegate fees by check.
Post Delegate strength is based on Membership as of June 12, 2019.
 4. The **complete Delegation entitled MUST be registered and paid.**
 5. RESOLUTIONS are to be completed on electronic template and returned to Department Headquarters. **PLEASE NOTE** all resolutions must be submitted on proper form, which may be obtained via email from Department Headquarters.
 6. RULES governing the preparation of resolutions or constitutional amendments.
 7. MEMORIAL LISTS will be generated by HQ staff from the Membership Data Base.
 8. ELECTION OF OFFICERS and CHAIRMEN FORMS for Posts, SAL SQUADRONS and ALR CHAPTERS are to be submitted IMMEDIATELY upon election of Officers and appointment of Chairmen in order that the proper people will be on mailing lists for current year. *'Fill-and-Save' PDF versions of all forms are available on the Department web site.*
 9. HOTEL RESERVATIONS BY PHONE: 1-800-682-4095 ask for Legion rate at Trumbull.
 10. DEADLINE FOR HOTEL ROOMS: JUNE 30, 2019.

AS COMMANDER OF YOUR POST you are charged with the responsibility of seeing that these forms reach the proper hands.

PLEASE NOTE DEADLINE DATES on each form where indicated. Be certain that the required information is received in Department Headquarters in ample time to give credit to your Post for its activities held during the year.

Also remember these official forms are the responsibility of the Commander and Adjutant. Special attention should be given to the Certification Form for Delegates and Alternates. **ORIGINAL FORMS** only will be accepted. It is your duty to see that they are properly filled out and, together with the registration fee, sent to Department Headquarters immediately upon election of same.

Harry R Hansen Jr
Department Adjutant