

# Certificate of Delegates in excel format under Annual Convention

## The American Legion



*For God and Country*

Department of Delaware, The American Legion, Inc.  
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### MEMORANDUM

#### **Certification of Delegates, Delegates-At-Large and Alternates 99th Annual Department Convention**

Date : May 15, 2017  
To : Post Adjutants  
From : Richard J. Santos, Department Adjutant

For the 99th Annual Department Convention, each chartered Post shall be entitled to two delegates and to one additional delegate for each fifty members, or major fraction thereof, whose current dues have been received by the Department Adjutant thirty (30) days prior to the date of the convention and to one alternate for each delegate. Certain department and national officers and past department commanders are delegates-at-large to the department convention with a voice and vote.

The following department and national officers shall be delegates-at-large to annual department convention:

Department Commander  
Department First Vice Commander  
Department Second Vice Commander  
Department Adjutant  
Department Finance Officer  
Department Judge Advocate  
Department Chaplain  
Department Historian  
Department Service Officer  
Department Sergeant-At-Arms  
One District Commander for each District  
National Executive Committeeman  
Alternate National Executive Committeeman

The failure of any Post to properly register its delegation shall not deprive such department officers and national officers of the department of his or her right to vote, provided he, himself, or she, herself, is properly registered as a delegate.

All Past Department Commanders are delegates-at-large, while in good standing in their respective Posts. The failure of any Post to properly register its delegation shall not deprive such past department

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commander of his or her right to vote, provided he, himself, or she, herself, is properly registered as a delegate.”

Each Post shall be required to pay the registration fee for each and every delegate that the post is entitled to no later than the start of the department convention. A post failing to pay registration fees pursuant to the preceding sentence shall have its delegation disqualified for all purposes and no individual delegate will be permitted to vote at the department convention; provided, however, that non-payment of registration fees shall not disqualify a delegation from participating in any district caucus or electing district officers. Payment of registration fees at any time during the department convention will qualify a Post delegation from that point until close of the Department Convention.

Delegates, alternates, delegates-at-large, and past department commanders shall be accredited, in writing, with first and last names, nick names acceptable, and American Legion member identification number, together with the registration fee of \$15.00 per delegate, alternate, delegate-at-large, and past department commander (see attached fee schedule), to the department adjutant at department headquarters, 601 Bridgeville Highway, Seaford, Delaware (P.O. Box 930, Seaford, DE 19973-0930) by the close of the business day, Tuesday, June 13, 2017, at 4:00 PM.

Any accreditation of post delegates, post alternates, delegates-at-large, and past department commanders received by the department adjutant at department headquarters, 601 Bridgeville Highway, Seaford, Delaware (P.O. Box 930, Seaford, DE 19973-0930) after the close of the business day, Tuesday, June 13, 2017, at 4:00 PM shall be at a registration fee of \$20.00 per post delegate, post alternate, delegate-at-large, and past department commander (see attached fee schedule).

Enclosed are the certification forms for delegates, delegates-at-large, past department commanders, and alternates. For posts that do not have use of a computer and do their work in long hand, the forms need to be completed and returned to Department HQ by mail as provided above, properly signed, with a check for the total amount of delegate, delegate-at-large, past department commanders, and alternate fees.

For those with a computer, the form is available in Microsoft Excel format. The computerized format is very easy to use. To eliminate doing the entire form, year to year, you save the blank form on your computer in MS Excel format. Please note that there is a tab for the delegates/delegates-at-large form and a separate tab for the alternate form. Open the template. Save as and name as the 2017 submission. Insert the requested data. Please use upper and lower case; **no straight capitalization**. First name nick names may be used. Save the completed form. When received in HQ, the data is transferred to the master convention listing for delegates, delegates-at-large, and alternates; so please use the form as requested. E-mail the completed form to Department HQ as an attachment. Send your check by mail for delegate, delegate-at-large, and alternate fees to Department HQ.

Delegates, delegates-at-large, and alternates do not change that often from year to year. Follow the same instructions for opening, save as, and save for your 2017 submission for future years. You will only have to enter information on any changes for delegates, delegates-at-large, and alternates in lieu of doing the entire form.

If you require any additional information, please contact me by telephone at 302.628.5221 or by E-mail at [adjutant@delegion.org](mailto:adjutant@delegion.org).



**99th Annual Convention  
Department of Delaware, The American Legion, Inc.  
2017 Certification of Delegates**



Post Name: \_\_\_\_\_

District: \_\_\_\_\_

Post Name			District			Delegates At Large		
1	2	3	1	2	3	1	2	3
1			33			1		
2			34			2		
3			35			3		
4			36			4		
5			37			5		
6			38			6		
7			39					
8			40					
9			41					
10			42					
11			43					
12			44					
13			45					
14			46					
15			47					
16			48					
17			49					
18			50					
19			51					
20			52					
21			53					
22			54					
23			55					
24			56					
25			57					
26			58					
27			59					
28			60					
29			61					
30			62					
31			63					
32			64					

<b>Number of Delegates</b>		
<b>At-Large Delegates</b>		
<b>Number of Alternates</b>		
<b>Total</b>	0.00	0.00
<b>Delegate Fee</b>	\$15.00	
<b>Late Delegate Fee</b>		\$20.00
<b>Total Fees Paid</b>	\$0.00	\$0.00
<b>Check No.</b>		

Use excel for turn in to adjutant

Signed & Attested To: \_\_\_\_\_

Post Adjutant

Date: \_\_\_\_\_



**99th Annual Department Convention, Department of Delaware  
Delegate, Delegate-At-Large and Alternate Fee Schedule**

Received by Department HQ by the close of the business day, Tuesday, June 13, 2017, 4:00 PM			Late Fee After the close of the business day, Tuesday, June 13, 2017, 4:00 PM		
Total Number of Delegates, At Large and Alternates	Unit Fee	Cost	Total Number of Delegates, At Large and Alternates	Late Unit Fee	Total Number of Delegates, At Large and Alternates
2	\$15.00	\$30.00	2	\$20.00	\$40.00
3	\$15.00	\$45.00	3	\$20.00	\$60.00
4	\$15.00	\$60.00	4	\$20.00	\$80.00
5	\$15.00	\$75.00	5	\$20.00	\$100.00
6	\$15.00	\$90.00	6	\$20.00	\$120.00
7	\$15.00	\$105.00	7	\$20.00	\$140.00
8	\$15.00	\$120.00	8	\$20.00	\$160.00
9	\$15.00	\$135.00	9	\$20.00	\$180.00
10	\$15.00	\$150.00	10	\$20.00	\$200.00
11	\$15.00	\$165.00	11	\$20.00	\$220.00
12	\$15.00	\$180.00	12	\$20.00	\$240.00
13	\$15.00	\$195.00	13	\$20.00	\$260.00
14	\$15.00	\$210.00	14	\$20.00	\$280.00
15	\$15.00	\$225.00	15	\$20.00	\$300.00
16	\$15.00	\$240.00	16	\$20.00	\$320.00
17	\$15.00	\$255.00	17	\$20.00	\$340.00
18	\$15.00	\$270.00	18	\$20.00	\$360.00
19	\$15.00	\$285.00	19	\$20.00	\$380.00
20	\$15.00	\$300.00	20	\$20.00	\$400.00
21	\$15.00	\$315.00	21	\$20.00	\$420.00
22	\$15.00	\$330.00	22	\$20.00	\$440.00
23	\$15.00	\$345.00	23	\$20.00	\$460.00
24	\$15.00	\$360.00	24	\$20.00	\$480.00
25	\$15.00	\$375.00	25	\$20.00	\$500.00
26	\$15.00	\$390.00	26	\$20.00	\$520.00
27	\$15.00	\$405.00	27	\$20.00	\$540.00
28	\$15.00	\$420.00	28	\$20.00	\$560.00
29	\$15.00	\$435.00	29	\$20.00	\$580.00
30	\$15.00	\$450.00	30	\$20.00	\$600.00

**Received by Department HQ by the close of the business day, Tuesday, June 13, 2017, 4:00 PM**

<b>Total Number of Delegates, At Large and Alternates</b>	<b>Unit Fee</b>	<b>Cost</b>
31	\$15.00	\$465.00
32	\$15.00	\$480.00
33	\$15.00	\$495.00
34	\$15.00	\$510.00
35	\$15.00	\$525.00
36	\$15.00	\$540.00
37	\$15.00	\$555.00
38	\$15.00	\$570.00
39	\$15.00	\$585.00
40	\$15.00	\$600.00
41	\$15.00	\$615.00
42	\$15.00	\$630.00
43	\$15.00	\$645.00
44	\$15.00	\$660.00
45	\$15.00	\$675.00
46	\$15.00	\$690.00
47	\$15.00	\$705.00
48	\$15.00	\$720.00
49	\$15.00	\$735.00
50	\$15.00	\$750.00
51	\$15.00	\$765.00
52	\$15.00	\$780.00
53	\$15.00	\$795.00
54	\$15.00	\$810.00
55	\$15.00	\$825.00
56	\$15.00	\$840.00
57	\$15.00	\$855.00
58	\$15.00	\$870.00
59	\$15.00	\$885.00
60	\$15.00	\$900.00
61	\$15.00	\$915.00
62	\$15.00	\$930.00
63	\$15.00	\$945.00
64	\$15.00	\$960.00
65	\$15.00	\$975.00

**Late Fee After the close of the business day, Tuesday, June 13, 2017, 4:00 PM**

<b>Total Number of Delegates, At Large and Alternates</b>	<b>Late Unit Fee</b>	<b>Total Number of Delegates, At Large and Alternates</b>
31	\$20.00	\$620.00
32	\$20.00	\$640.00
33	\$20.00	\$660.00
34	\$20.00	\$680.00
35	\$20.00	\$700.00
36	\$20.00	\$720.00
37	\$20.00	\$740.00
38	\$20.00	\$760.00
39	\$20.00	\$780.00
40	\$20.00	\$800.00
41	\$20.00	\$820.00
42	\$20.00	\$840.00
43	\$20.00	\$860.00
44	\$20.00	\$880.00
45	\$20.00	\$900.00
46	\$20.00	\$920.00
47	\$20.00	\$940.00
48	\$20.00	\$960.00
49	\$20.00	\$980.00
50	\$20.00	\$1,000.00
51	\$20.00	\$1,020.00
52	\$20.00	\$1,040.00
53	\$20.00	\$1,060.00
54	\$20.00	\$1,080.00
55	\$20.00	\$1,100.00
56	\$20.00	\$1,120.00
57	\$20.00	\$1,140.00
58	\$20.00	\$1,160.00
59	\$20.00	\$1,180.00
60	\$20.00	\$1,200.00
61	\$20.00	\$1,220.00
62	\$20.00	\$1,240.00
63	\$20.00	\$1,260.00
64	\$20.00	\$1,280.00
65	\$20.00	\$1,300.00