



Bill Thompson  
President

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Cheryl D Volden  
Secretary

June 2022

Attention: Lodge Presidents and Administrators

Reference: Annual Convention and “Alternates for Attendance”

If you will be designating an alternate representative for the President or Administrator, please follow this guideline:

A letter from your lodge and preferably on lodge letterhead, stating that the Board of Officers has approved “Name and position in the lodge”, to represent the President or Administrator at the Annual Convention to be held (dates).

The document is to be dated and signed. When registering online the letter may be uploaded and attached to the registration form of the alternate delegate. If the registration form for the alternate delegate is mailed then the letter must be attached to the manual registration form of the alternate delegate. The least preferred method is for the letter to be hand delivered to the Credentials Chairman at the convention.

Thanks in advance,

Cheryl D Volden, Secretary  
California Nevada Moose Association, Inc.



ANY CNMA LODGE #1234  
1213 Main St  
Anytown, CA 12345  
321-456-7890

Date

To: Association Secretary:

The Board of Officers of Any CNMA Lodge 1234 has approved and appointed, (enter title-if any, name & MID) as a Delegate to the (Annual Convention or Mid-Year Conference) to be held on (dates) as an Alternate for the (President or Administrator, please specify)

Fraternally,

President

Administrator



\*\*\*UNIT SEAL MUST BE AFFIXED TO THE LETTER\*\*\*