



Joe Henderson
President

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Cheryl D Volden
Secretary

February 2023

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 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 lodge seal must be affixed to the letter.** In order for the seal to be visible run a pencil over it as this will make it more visible.

The document is to be dated and signed. When registering online the letter should 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