



Roddy Myers  
President

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Cheryl D Volden  
Secretary

January 2024

Attention: Lodge Presidents and Administrators

Reference: Mid-Year Conference 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 Mid-Year Conference to be held March 22 to March 24, 2024. **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 by the Lodge President and Lodge Administrator. 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 letter can be emailed to [conventionservices@ca-nvmoose.org](mailto:conventionservices@ca-nvmoose.org) and the lodge seal needs to be visible so please run a pencil over it. The letter can also be mailed to the address provided above but **must be received no later than March 8, 2024.**

As provided in the California Nevada Moose Association Bylaws Article VI Section 2 the letter **MUST** be received two (2) weeks prior to the Mid-Year Conference which would be **March 8, 2024.**

Thanks in advance,

Cheryl D Volden, Secretary  
California Nevada Moose Association



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

Date

To: Association Secretary:

The Board of Officers of Any CNMA Lodge/Chapter 1234 have 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 (Governor, Senior Regent, Administrator or Recorder, please specify)

Fraternally,

Governor or Senior Regent

Administrator/Recorder



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