



Dina Munday  
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Cheryl D Volden  
Secretary

July 2025

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 these guidelines when preparing the **required** letter:

1. The letter **must** be typed on Lodge letterhead
2. The letter **must** be dated
3. The letter **must** state that the Lodge Board of Officers has approved “Name and position in the lodge”, to represent the President or Administrator at the Annual Convention to be held September 11 to September 14, 2025
4. The letter **must** be sealed with the Lodge seal. In order for the seal to be visible a pencil must be run over it to bring out the seal.
5. The letter **must** be received by the convention services team **two (2)** weeks **prior** to the start of the Annual Convention. Deadline is **August 30, 2025**.
6. The letter is to be signed by both the Lodge Administrator and President. If either office is vacant an alternate officer **must** sign the letter.

When registering online the letter **must** be uploaded as an attachment to the online registration form of the alternate delegate. The completed letter can be email to [conventionservices@ca-nvmoose.org](mailto:conventionservices@ca-nvmoose.org).

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 completed letter can be email to [conventionservices@ca-nvmoose.org](mailto:conventionservices@ca-nvmoose.org).

As provided in the California Nevada Moose Association (CNMA) Bylaws Article VI Section 2 the delegate letter **MUST** be received two (2) weeks prior to the Annual Convention which will be **August 30, 2025**.

Alternate delegate letters will **NO** longer be accepted on site. If they are not received in advance the member will **not** be recognized as an alternate delegate.

Thanks in advance,

*Cheryl D Volden*

CNMA Secretary



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 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\*\*\*