

CREDENTIALS CERTIFICATE

District _____

DELEGATES & ALTERNATES
104th ANNUAL CONVENTION OF THE LOUISIANA
DEPARTMENT OF THE AMERICAN LEGION
June 6, 7, 8, & 9, 2024
Alexandria, LA

Post _____ Number _____ City _____

To the Department Adjutant - Alexandria, LA:

These presents hereby certify that the above Post has selected the following members, fully paid and otherwise in good standing, as delegates or alternates to represent it at the 104th Annual Convention of The Louisiana Department of The American Legion:

**PERSON PRESENTING TO DEPARTMENT ADJUTANT MUST HAVE
CURRENT MEMBERSHIP CARD IN HAND.**

TYPE OR PRINT DELEGATES AND ALTERNATES – Pay for Delegates only, not Alternates

Delegates: _____

Alternates: _____

These presents will further certify that all **NEWLY ELECTED POST OFFICERS FOR THE 2024-2025 YEAR** have been elected in accordance with Article IX of the Department Constitution.

NEW COMMANDER ID# _____ NEW ADJUTANT ID# _____

Please furnish name/address/telephone number (including area code) even if officers are the same as last year for the following:

New Commander _____

New Adjutant _____

Post Regular Meeting Date _____ Time _____

Meeting Place _____ Phone Number _____

Email _____

Signature of certifying officer: Current Post Adjutant or Current Post Commander

Credentials Certificate and payment must be in Department Headquarters **on or before 4 PM, Monday, June 3rd, 2024.**

(See instructions on back)

The Louisiana Department of The American Legion
P. O. Box 3749
Baton Rouge LA 70821

Post should make a copy of this form and retain for their files

INSTRUCTIONS FOR CREDENTIALS

(Some new procedures: please read before completing credentials)

1. Fill in post name, number and city of post location. Delegate voting strength for each Post is determined by Department membership report 30 days prior to Convention opening. (8 May 2024) Ref: Department Constitution, Article V, Section 2.
2. List delegates. ID (card) numbers are not required; however, they would be helpful. List 1 delegate for each authorized vote (4 votes, 4 delegates). Only the delegates listed will be able to vote. If 4 votes are authorized, all 4 votes must be exercised. Make use of proxy forms if necessary. Ex-officio delegates should be listed and marked as ex-officio.
3. **Fill in the listing for the new Commander and Adjutant for the coming year.** This is important because this information will be used to document your post in the roster and include it on the mailing lists. **Do not put same** because Department needs to be sure that the roster listings are as accurate as possible. **If you do not plan to send a delegation to convention, this part must still be filled out and returned to headquarters.** All information is important so be sure to make the entries as complete as possible. Be sure that the *current* post commander or adjutant signs the certification so that department has a written record that the submitted information is correct to the best of their knowledge.
4. **The Credentials Certificate and correct payment must be sent to Department and must be physically in the office no later than 4:00 p.m. on Monday, June 3rd, 2024.**

No faxes or e-mails will be accepted. There will be **no exceptions** due to constitutional requirements.

5. The Credentials Certificate must be accompanied with a payment of \$1.00 for each authorized delegate from your post as determined by post membership recorded by Department as of Monday, **June 3rd, 2024**. This does not mean that only those attending the convention must pay. **The minimum delegation authorized is four (4); therefore, the minimum payment required is \$4.00.** Ex-officio delegates from your post should be submitted with this copy and registration paid accordingly. **Payment in full may be made by check to: The Louisiana Department of the American Legion.** No partial payments will be accepted. Please make sure your correct payment is included when sealing envelope for mailing. Forward Credentials Certificate and check to:

The Louisiana Department of The American Legion
P. O. Box 3749
Baton Rouge LA 70821

6. The enclosed proxy form may be duplicated as necessary. A proxy may be presented for consideration if a delegate is unable to be present and has properly endorsed it. **Bring proxy to convention – do not mail to Department.**

*****PERSON PRESENTING POST CREDENTIALS MUST HAVE
CURRENT MEMBERSHIP CARD ON PERSON*****