

If you are **NOT** from the Holland District, **use** this form and fill out applicable sections of the form, i.e., name(s) (Club and or District if desired), date, check number, and contact person if more than one name is listed. Send in the form as directed on the bottom front.

If you **ARE** from the Holland District, do **NOT** use this form **as an individual**.

All Holland District Ruritan members attending the District Convention should be listed with their Club on this form. This is to aid in the table seating. See the below instructions for listing DELEGATES.

Make sure you list all club members that are attending the District Convention. [Columns 1 & 2.]

Make sure you list others (non-members) that are attending the District Convention. [Columns 1 & 2.]

DELEGATES; Indicate if the club member is a delegate on this form. [Column 3.]

You are allowed one delegate for each ten (10) club members or major fraction thereof. For example, a club with 25 members is allowed 2 delegates. A club with 26 members is allowed 3 delegates.

To determine your total members; the adult, youth, leave of absence, at large, and associate members are counted.

NOTE, however, that only the adult and youth members in your club, can be a DELEGATE and vote at the Convention.

ALSO NOTE Most District Cabinet members have an "at large" vote with the cabinet.

If you have one of these as a member of your club, check with them on this.

*If they have an "at large" vote, do **not** list them as one of your club Delegates. [Column 3].*

You get to select another member of your club to meet your Delegate quota.

ALSO NOTE Former District Governors have an "at large" vote with the cabinet.

*Do **not** list former District Governors who are club members as one of your club Delegates. [Column 3.]*

You get to select another member from your club to meet your Delegate quota.

Indicate the office currently held by any listed member of your club. [Column 4.]

This will help us with setting up the training required.

Indicate if any of your members will be attending the Business Session. [Column 5.]

This will help us with the name badges and designation of delegates.

There is no charge for attending the Business Session.

Indicate if any of your members will be attending the Training. [Column 6.]

This will help us with setting up the training required.

There is no charge for attending the Training.

Indicate if anyone on your list will be attending the Banquet Luncheon. [Column 7.]

There IS a \$20 charge for the Banquet Luncheon.

Complete the contact information at the bottom of the form.

The form is to be forwarded to Clay Byrum.

His contact information is at the bottom of the form.

HOSPITALITY ROOMS are limited. Contact the convention chairman listed on the front of this form if you want a Hospitality room.

NOTE; If your hospitality room will be serving ALCOHOL, **YOU** are responsible for obtaining the **ABC BANQUET LICENSE**. Forms and applications may be made on line at www.abc.virginia.gov, or by going to the regional office. Allow at least 10 days for processing the application.

The regional office for this area is located at 4907 West Mercury Blvd., Hampton VA, 32605, Telephone 757-825-7830, Fax 757-825-7884. The name and address of the event location is listed on the front of this form.

HOTEL ROOMS are available at the Comfort Inn, 757-569-0018, 1620 Armory Drive, Franklin, VA 23851. There is no headquarter hotel, and none are affiliated with the District Convention or the Franklin Work-Force Development Center.