

MEMO TO:               **DISTRICT COMMANDERS  
DISTRICT ADJUTANTS  
DISTRICT COMMANDERS ELECT**

MEMO FROM:           **JOHN A. DERNER, DEPARTMENT ADJUTANT**

SUBJECT:               **DISTRICT SPRING CONFERENCES**

DATE:                   **FEBRUARY 12, 2024**

To assist you in planning for your Spring District Conference, I want to touch on a few important items.  
**Please read both pages of this memo and all enclosed documents carefully.**

### **Form Instructions**

There are several forms which need to be completed by the current District Adjutant and Commander and the incoming District Commander. **Use the forms provided by the Department to report your information.** Please review this packet in its entirety to make sure all forms are properly distributed and completed. Electronic versions of the forms in fillable PDF format are available online at <https://www.ialegion.org/resources/> under District Conference Forms. To use the online forms: (1) Save the form to your computer (2) Open the form with Adobe Acrobat or other PDF program (3) Complete the form (4) Save the form (5) Send the form as an email attachment to [info@ialegion.org](mailto:info@ialegion.org).

### **District Elections**

Elections will need to be held for the following:

1. District Officers – reported on District Officer Report
2. Delegates and Alternates to National Convention – reported on Delegate and Alternate forms
3. Department Liaison Committee – reported on District Chair Report
4. Boys State Board (for vacant or expiring terms only) – reported on District Chair Report
5. Convention Commission (for vacant or expiring terms only) – reported on District Chair Report

It is important that you schedule ample time for these elections. I would suggest that each District Adjutant and Commander review district election procedures prior to your conference, not only for the election of new district officers, but for the election of delegates to the National Convention.

### **District Officer Report (Gold Form)**

This form should be completed immediately for all positions known at the conclusion of your conference by the current District Adjutant and returned to Department Headquarters. The remaining positions can be reported by the incoming District Commander when they are filled.

### **National Convention Delegate List (Blue Form) and Alternate List (Ivory Form)**

The delegates and alternates to the National Convention will be elected at your Spring Conference. Each district is entitled to one delegate per 1,000 members or major fraction thereof. The number of delegates and alternates to which your district is entitled is indicated on the enclosed National Convention Delegate Strength Report. The Delegate and Alternate forms are to be completed by the current District Adjutant and forwarded to Department immediately after your District Conference. If the district does not fill its entire delegation, names can be added later by the District Commander by phone. We must have the name, post number, phone number, and email address of each delegate and alternate. Do NOT submit delegate registration fees. Individuals are responsible for submitting payment with the registration form.

**National Convention Registration Packets (not enclosed with this mailing)**

All National Convention forms will be brought to your district conference by the Department staff member assigned. Please be sure each National Convention Delegate & Alternate elected at your conference receives a National Convention Registration Packet. Members not elected as Delegates or Alternates at your District Conference who wish to attend the National Convention can register as guests. Registration forms are also available on the Department website.

**Department Convention Committees**

You must make appointments to the Department Convention Committees at your District Spring Conference and report them to the department. Please see the enclosed instructions and form.

**District Dues Reporting Form**

The department is preparing to print the Membership Transmittal Forms to have them available for distribution with the post membership cards and rosters. Each district must verify your district dues for the 2025 membership year. This form must be completed by the current District Adjutant or Commander and returned to the department immediately following your conference. Please return the form regardless of whether district dues have changed.

**Department Leadership School (Yellow Sheet)**

Department Leadership School will be May 31-June 2, 2024. Each District is allowed six (6) attendees at Department expense, one of which should be the newly elected District Commander. Candidates for Department Commander, Department Vice Commander, NEC, and Alternate NEC are also authorized to attend and do not count against the district allocation.

**Attendees must register online.** Registration information will be brought to your conference by the Department staff member assigned. Please discuss the Leadership School at your Conference and provide information to each authorized attendee. All Leadership School attendees must register online by May 15. Information is also available on our website at <https://www.ialegion.org/leadershipschool/>.

**Leadership School List of Authorized Attendees (Gray Form)**

The newly elected District Commander should complete this form listing the authorized attendees from your District. The form must be received at Department no later than May 10.

**District Commander Orientation**

District Commander Orientation will be held on May 31, 2024, at Department Headquarters.

**District Chair Appointments (Green Form)**

This form should be filled out by the current District Commander and Adjutant for all positions known at the close of your Spring Conference and returned to Department immediately.

The newly elected District Commander must report any remaining committee appointments to Department before May 31. Please use the form provided by the Department to report this information.

**District Cap Order Form**

Many individuals elected to District offices will need to order caps through National Emblem Sales. Newly elected officers may use the enclosed forms and guidelines to order their caps. Orders may also be placed by phone or internet. Orders should be placed directly with Emblem Sales. Everyone must order and pay for his/her own cap, unless otherwise provided by the district. If you have questions on placing your order, contact Department Headquarters or Emblem Sales.