

NEW JERSEY STATE FEDERATION OF WOMEN'S CLUBS OF GFWC  
 ONE HUNDRED TWENTY-FIFTH ANNUAL CONVENTION  
 Mary E. Wolfe, President

## CHECKLIST FOR CLUB PRESIDENTS

<b>READ the registration material enclosed. CHECK OFF each item when completed.</b>	COMPLETED
Review the Voting Registration Form which lists the number of Delegates & Alternates your club is entitled to send to Convention. Elect or appoint your club's Delegates and Alternates. If your club sponsors an Evening Membership Department, offer the EMD the opportunity to be included in the voting delegation.	
Contact the EMD, if one is sponsored, to obtain the names of the EMD members attending Convention. Record the EMD names on the Woman's Club Registration and Meals Form, the club's Voting Registration Form, if any of the EMD members are Delegates or Alternates and <b>include the payment for the EMD member's registration with the Club payment.</b>	
Complete the Voting Registration Form by listing the names of the club's Delegates and Alternates. <b>Alternates must be listed on this sheet should it become necessary to serve as a Delegate.</b> Please refer to <b>NJSFWC BYLAWS XI, Section 11.2D (page 250 of the 2018-2019 State Yearbook)</b> : "No delegate or alternate shall be registered to represent more than one club or state organization."	
Both the President and the Recording Secretary must sign the Voting Registration Form.	
Return one copy of the Voting Registration Form and one copy of the Woman's Club Registration and Meals Form, along with one Club Check, payable to: NJSFWC ANNUAL CONVENTION earmarked Credentials/Registration, to Credentials and Registration Chairman Rosemarie Saviello, by <b>March 29, 2019</b> . If your envelope is <b>postmarked between March 30<sup>th</sup> and April 5<sup>th</sup></b> , a late fee of \$10.00 must be added to each Registration Fee, for a total fee of \$35.00, for <b>each</b> Delegate, Alternate, Member and Visitor/Non-Member. NOTE: Registrations <b>will not be accepted if postmarked after April 5, 2019</b> . The Club's CHECK is the receipt.	
<b>Members will receive all credential cards and meal tickets when they register at Convention.</b>	
If an Alternate's status changes to a Delegate, she <b>must</b> have the Delegate's Credentials, as well as her own. This change can only be made by the Credentials and Registration Chairman at the <u>Registration Desk</u> .	

<p>Make Hotel Reservations by following the Instruction Sheet included in the CALL packet. It would be advisable for one person to reserve a room, listing the names of any roommates. Reservations are made <u>directly with the hotel</u>. <b>Deadline for Room Reservations is Friday April 26, 2019.</b></p>	
<p>In order that the club president/co-presidents be included in the processional which opens the President's Banquet (Tuesday), it is important that the form at the bottom of the <b>"Presidents Processional Announcements"</b> sheet <b>be completed and returned</b> with the <b>Workshop Pre-Registration Form</b>. Return these forms with your <b>Woman's Club Registration and Meals Form</b> and <b>Voting Registration Form</b> – <b>ALL BLUE colored forms</b>.</p>	
<p>Review with club members the Proposed Amendments to the Bylaws and the Proposed new Resolutions to determine the club membership's position on them. Bring to Convention a copy of the Proposed Amendments to the Bylaws (enclosed in the CALL) and the Proposed new Resolutions (mailed separately to club presidents). These are the only copies that will be provided. No copies will be available at Convention.</p>	
<p>Upon arrival at the hotel, check in at the hotel's front desk on the Casino Level and then go to the left to the Grand Ballroom foyer to check in at the Federation's Registration Area. Ushers and signs will be there to direct you. Each delegate, alternate, member, guest/visitor must register and sign for her credentials. No member may register another member. Once registered, the convention packet and meal tickets will be distributed.</p>	
<p>Complete the medical information form on the back of the credentials card and insert the card into the plastic holder of the lanyard found at the Convention table.</p>	
<p>Credentials Cards must be displayed for admittance to all meetings, programs, workshops and exhibit areas. <b>Meal tickets will be needed for banquet admittance, table seating verification, and meal selection.</b></p>	
<p><b>Read all information carefully!</b> If assistance is needed during the Convention, come to the Credentials and Registration area in the foyer of the Grand Ballroom on the Casino Level to the left of hotel registration.</p>	

**MARK YOUR CALENDAR FOR MAY 6-8, 2019**  
**NJSFWC OF GFWC**  
**ONE HUNDRED TWENTY-FIFTH ANNUAL CONVENTION**

Should you need additional information regarding the Convention and/or Registration, please call:

Darlene Grady  
Chairman  
CONVENTION  
(609) 774-2974

Rosemarie Saviello  
Chairman  
CREDENTIALS & REGISTRATION  
(973) 263-1133