

NEW JERSEY STATE FEDERATION OF WOMEN'S CLUBS OF GFWC
 ONE HUNDRED TWENTY-EIGHTH ANNUAL CONVENTION
 Jan W. Hanson, President

CHECKLIST FOR CLUB PRESIDENTS

READ the registration material enclosed. CHECK OFF each item when completed.	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 include the payment for the EMD member's registration with the Club payment.	
Complete the Voting Registration Form by listing the names of the club's Delegates and Alternates. Alternates must be listed on this sheet should it become necessary to serve as a Delegate. Please refer to NJSFWC BYLAWS XI, Section 11.2D (page 211 of the 2021-2022 State Yearbook) : "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 Cynthia Blumenkrantz, by March 30, 2022 . If your envelope is postmarked between March 30rd and April 6, 2022 a late fee of \$10.00 must be added to each Registration Fee, for a total fee of \$35.00, for each Delegate, Alternate, Member and Visitor/Non-Member. NOTE: Registrations will not be accepted if postmarked after April 6th . The Club's CHECK is the receipt.	
Members will receive all credential cards and meal tickets when they register at Convention. No one may pick up registration for another member.	
If an Alternate's status changes to a Delegate, she must 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>. Deadline for Room Reservations is March 24, 2022.</p>	
<p>In order that the club president/co-presidents be included in the processional which opens the President's Banquet (Monday), it is important that the form at the bottom of the "Presidents Processional Announcements" sheet be completed and returned with the Workshop Pre-Registration Form. Return these forms with your Woman's Club Registration and Meals Form and Voting Registration Form – <u>ALL BLUE colored forms</u>.</p>	
<p>Review with club members the Proposed Amendments to the Bylaws and the Proposed 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 4th floor, North Tower 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. Meal tickets will be needed for banquet admittance, table seating verification, and meal selection. NO CHANGES will be made at Convention.</p>	
<p>Read all information carefully! If assistance is needed during the Convention, come to the Credentials and Registration area in North Tower on the 4th floor.</p>	

MARK YOUR CALENDAR FOR April 24---26, 2022
NJSFWC OF GFWC
ONE HUNDRED TWENTY-EIGHTH ANNUAL CONVENTION

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

Susan Fosdick
Chairman
CONVENTION
(201) 921-5341

Cynthia Blumenkrantz
Chairman
CREDENTIALS & REGISTRATION
(310) 691-9388