



THE AMERICAN LEGION
Department of Maryland, Inc.

The War Memorial, Baltimore, Maryland 21202
(410) 752-1405
hdqtrs@mdlegion.org

MEMORANDUM

July 1, 2020

TO: All Department Officers
All Post Adjutants
All Department Convention Credentials Committee Members
All Department Convention Assistant Sergeants-at-Arms

FROM: Russell W. Myers, Jr., Department Adjutant

SUBJECT: Post Delegates, Alternates and Guests to the Department Convention

Attached are the forms to use in preparing the Post's listing of Delegates, Alternates and checks for the Department Convention.

The Tally Sheet lists the number of delegates to which your post is entitled. You can use the Department Registration schedule to determine the amount of the check for you to enclose when sending in the delegate and alternate lists. **REMEMBER, THE POST MUST PAY FOR ALL DELEGATES REGARDLESS OF THE NUMBER WHO MAY ATTEND THE DEPARTMENT CONVENTION.** The Alternates may be exchanged for those delegates not attending the Convention, however, the fee for those alternates attending in excess of the allotted delegates in attendance is the same as delegates, (**\$5.00 if filed by August 29, 2020, and \$10.00 on or after August 30, 2020**).

It should also be noted that, to come onto the convention floor, you must have a credential (Delegate, Alternate, Guest, or Distinguished Guest). **There will be no exceptions.** All credentials will be issued in the Registration room. **No books, reports or other material will be issued to a Post that has not paid and registered their delegation.** Please take notice that on the Tally Sheet there are two additional columns – Past Department Commanders and Officers. These two columns contain those delegates that are **in addition to the regular delegates** for the post. **These delegates must also be paid** either by the post or the individuals themselves in order for them to access the convention floor and to be eligible to vote.

There are no special delegate credentials for **County Commanders**. In order for a County Commander to be a delegate to the Department Convention, he/she must be a member of their post's delegation (a member who were elected by their post as a regular member of the post's delegation).

Guest badges cost the same as regular Delegates and Alternates (\$5.00). The Distinguished Guest badges are controlled by the Department Adjutant.

This year, Posts may register the delegation online by using the link www.mdlegion.convention.org and clicking on the link for “Post Delegate Registration”. Full instructions for this process are as follows:

NOTE: Please only one registration per Post!!

1. Type www.mdlegion.convention.org in to browser address bar and press enter key
2. Locate “Post Delegate Registration” link at top of screen double click the link
3. Locate” Post Delegate (Primary) Registration - American Legion Department of MD Convention” and double click the link
4. Choose your Post from the drop down menu in first field
5. Enter name and title of person submitting on behalf of Post
6. Enter Officer’s Phone Number in case of issues with submission
7. Enter Officer’s email in case of issues and for receipt
8. Enter number of delegates and Dept Officers/District Commanders for the Post from the Tally sheet sent from Dept HQs.
9. Use drop down to select the corresponding number of delegates as entered in the above field
10. Make the delegate roster an electronic file by scanning the document or taking a photo with your phone. Transfer file to the computer you are working from to do registration.
11. Under delegate roster click on the “choose file” button to choose the delegate list file created in step 10. Navigate to the location of the file created in step 10 and double click on that file.
12. When the file opens in viewer click save (disk shaped button) button to save to the item.
13. Verify all information is correct, and file has uploaded, then click add to cart.

Upload Alternates if needed in the same manner, but use the “Post Delegate (Alternate) Registration” link for that registration. Then once Primary and Alternates are complete:

14. Click on the cart button at top of screen and complete checkout and payment procedures.

Should you have questions don’t hesitate to give me a call at (410) 752-1405.

DELEGATES

DELEGATES

DELEGATES

**CREDENTIALS CERTIFICATE
(DO NOT LIST ANY ALTERNATES ON THIS SHEET)
ONE HUNDRED SECOND ANNUAL CONVENTION, THE AMERICAN LEGION
DEPARTMENT OF MARYLAND, INC., BALTIMORE, MARYLAND
SEPTEMBER 19, 2020**

To the Credentials Committee, 102nd Annual Convention, The American Legion, Department of Maryland, Inc.

This is to certify that _____

Post No. _____ has elected the following **DELEGATES** as members fully paid up and otherwise in good standing to represent it at the **102nd** Annual Convention of The American Legion, Department of Maryland, Inc., Baltimore, Maryland, **September 19, 2020**

ARTICLE V, Sec. 2 of the Department Constitution provides that each Post having 15 members in good standing shall be entitled to two Delegates. Each Post having 26 members in good standing shall be entitled to three Delegates and to an additional Delegate for each additional fifty members after the first twenty-six. Each Post shall be entitled to an Alternate for each Delegate. Membership strength of the Post for determining Delegate strength, shall be computed as of paid up membership in Department Headquarters at the close of business on

July 1, 2020.

(76-4; 126-5; 176-6; 226-7; 276-8; 326-9; 376-10; 426-11; 476-12; etc.)

	NAME	ID#	ADDRESS
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
6.	_____	_____	_____
7.	_____	_____	_____
8.	_____	_____	_____
9.	_____	_____	_____
10.	_____	_____	_____

POST ADJUTANT

POST COMMANDER

SEND TO

**DEPARTMENT HEADQUARTERS, THE AMERICAN LEGION,
WAR MEMORIAL BLDG., 101 N. GAY STREET, BALTIMORE, MD 21202,**

on or before August 29, 2020. Check must accompany this form at \$5.00 per delegate (\$10.00 on or after August 30, 2020). Each complete name & address must be given. Type or print. (Do not list any alternates on this sheet. If needed, attach post letterhead with additional names and addresses.)

NAME

ID#

ADDRESS

- 11. _____
- 12. _____
- 13. _____
- 14. _____
- 15. _____
- 16. _____
- 17. _____
- 18. _____
- 19. _____
- 20. _____
- 21. _____
- 22. _____
- 23. _____
- 24. _____
- 25. _____
- 26. _____
- 27. _____
- 28. _____
- 29. _____
- 30. _____
- 31. _____
- 32. _____
- 33. _____
- 34. _____
- 35. _____

POST ADJUTANT

POST COMMANDER

ALTERNATES

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ALTERNATES

**CREDENTIALS CERTIFICATE
(DO NOT LIST ANY DELEGATES ON THIS SHEET)
ONE HUNDRED SECOND ANNUAL CONVENTION, THE AMERICAN LEGION
DEPARTMENT OF MARYLAND, INC., BALTIMORE, MARYLAND
SEPTEMBER 19, 2020**

To the Credentials Committee, 102nd Annual Convention, The American Legion, Department of Maryland, Inc.

This is to certify that _____ **Post No.** _____
Has elected the following **ALTERNATES** as members fully paid up and otherwise in good standing to represent it at the **102nd** Annual Convention of The American Legion, Department of Maryland, Inc., Baltimore, Maryland, **September 19, 2020.**

ARTICLE V, Sec. 2 of the Department Constitution provides that each Post having 15 members in good standing shall be entitled to two Delegates. Each Post having 26 members in good standing shall be entitled to three Delegates and to an additional Delegate for each additional fifty members after the first twenty-six. Each Post shall be entitled to an Alternate for each Delegate. Membership strength of the Post for determining Delegate strength, shall be computed as of paid up membership in Department Headquarters at the close of business on **July 1, 2020.**

(76-4; 126-5; 176-6; 226-7; 276-8; 326-9; 376-10; 426-11; 476-12; etc.)

	NAME	ID#	ADDRESS
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
6.	_____	_____	_____
7.	_____	_____	_____
8.	_____	_____	_____

POST ADJUTANT

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	NAME	ID#	ADDRESS
9.	_____	_____	_____
10.	_____	_____	_____
11.	_____	_____	_____
12.	_____	_____	_____
13.	_____	_____	_____
14.	_____	_____	_____
15.	_____	_____	_____
16.	_____	_____	_____
17.	_____	_____	_____
18.	_____	_____	_____
19.	_____	_____	_____
20.	_____	_____	_____
21.	_____	_____	_____
22.	_____	_____	_____
23.	_____	_____	_____
24.	_____	_____	_____
25.	_____	_____	_____
26.	_____	_____	_____
27.	_____	_____	_____
28.	_____	_____	_____
29.	_____	_____	_____
30.	_____	_____	_____

******REMEMBER ON OR AFTER
August 30, 2020 THE FEE WILL BE \$10.00******