

## **Delegate Registration – Information Sent to ASNA Office**

1. Final member count is completed 90 days from start of convention.
2. District Presidents are notified of number of allowable delegates.
3. District Presidents begin to compile list of eligible delegates.
  - a. Each Friday, until the Friday immediately prior to Convention a delegate list is to be sent to the ASNA office.
    - i. Only send updated lists if changes occur.
    - ii. Do not send individual emails during the week notifying of changes.
  - b. Each District President is responsible for notifying the delegates of the following:
    - i. Delegate responsibilities
    - ii. Where to find delegate resources on the ASNA website
    - iii. What (if any) reimbursement will be provided
    - iv. That the delegate must register his/her self. ASNA will not automatically register delegates.
4. Each week District Presidents will be notified of:
  - a. Delegates who have registered for Convention
  - b. Active members of district who have registered to attend Convention as a non-delegate
5. **Following Convention – all Districts are expected to return a District Dues Distribution Request form notifying ASNA bookkeeper of the total amount to be transferred for delegate registration; and/or amount and names of delegates who should receive a reimbursement check.**