



2023 DEPARTMENT CONVENTION DELEGATE & ALTERNATE CERTIFICATION INSTRUCTIONS

DEADLINE: JUNE 16, 2023

Failure to adhere to the deadline may result in a Post being issued visitor credentials with **NO VOTE!*

Thank you for supporting The American Legion Department of Ohio, Inc., 104th Department Convention June 30 - July 2, 2023, at The Dayton Convention Center, at 22 E 5th St., Dayton, OH 45402.

Delegates and Alternates to Department Convention shall be elected and certified to Department Headquarters and the District Commander **at least fifteen (15) days before Department Convention.**

Each Post shall be entitled to one delegate and one alternate for the first twenty-five (25) members, two delegates and two alternates for sixty-six (66) members, and one delegate and one alternate for each additional one hundred (100) members. (*Department Constitution, Article V., Administrative. Revised June 2019*)

The name, email address, and member ID of each delegate and alternate provided by the Post **must** be entered. Some Posts establish “AUTOMATIC” Delegate positions, which may be filled by the District Commander & District 1st Vice Commander, Past Department Commander, and voting-approved DEC officers. Only these positions will raise the Post delegate strength.

The Department Constitution states: “All members of the Department Executive Committee shall be delegates to all Department Conventions during their term of office, with a vote, to be exercised with their respective Posts. All Past Department Commanders, while in good standing with their respective Posts, shall be life delegates to all Department Conventions, with a vote, to be exercised with their respective Posts.” (*Department Constitution, Article V., Section 3., Administration. Revised June 2019*) ****These individuals MUST be entered as a Post Delegate.**

Regarding alternates, unlike the number of delegates which are established based on the Post Membership, a Post may have any number of alternates. The same information of an alternate is required to be provided to Department Headquarters (name, Email, and active member ID).

Credentials will **NOT** be issued to any member under any circumstances who has not been certified by their Post as a delegate or alternate.

THE DECISION OF THE CREDENTIALS COMMITTEE IS FINAL!

Please note that Department Headquarters has updated its processes for the Post to certify Delegates and Alternates to Department Convention. **There are TWO (2) PREFERRED REGISTRATION METHODS.**

ONLINE REGISTRATION:

1. On the Department website www.ohiolegion.com there is a link for the Post Commander or Post Adjutant to certify delegates and alternates, within the Department Convention webpage. This is where delegates and alternates are certified **ELECTRONICALLY** or **ONLINE!**
2. On the homepage or Department Convention page, click on the hyperlinked sentence that says “CLICK HERE FOR ONLINE CERTIFICATION OF DELEGATES/ALTERNATES”.
3. Upon clicking the hyperlink, you will be routed to a specific page to complete the process to register delegates and alternates electronically.
4. Read and follow the directions for each question. In order to accommodate large Posts, we provided a fair amount of entries to certify many delegates/alternates. If your Post is only sending a few delegates and alternates, you will need to scroll to the bottom of the page to submit and verify the form. *It may be a long scroll due to large Posts.*
5. Question #84 at the bottom will ask the individual, normally the Post Adjutant or Commander who is certifying the delegates, to provide their email address. This is where the receipt for certification of delegates and alternates is emailed to. An emailed, electronic **RECEIPT** will be sent from Department Headquarters to the email address provided.
6. Question #85 asks for the person certifying the delegates/alternates to check a box. This verifies that the person completing the information is attesting to the submission.
7. Under Question #85 is a brown “**SUBMIT**” button. You **MUST** click this button to ensure submission.
8. Each delegate and alternate registered whom the certifier has provided an email address for, will also receive an emailed confirmation with instructions. We are asking the individuals to bring the emailed receipt with them to the Convention Registration Site for proof of certification.

MAILED REGISTRATION:

1. The Delegate/Alternate Registration form is enclosed with these instructions. If you need an additional copy you may locate one on the Department Website at https://www.ohiolegion.com/wp-content/uploads/2023-Certification-of-Post-Delegates-Alternates_fillable.pdf
2. Required information on this form is First and Last Name, Member ID, and Email address. The Post Commander or Post Adjutant will provide their membership ID and signature.
3. An Email address of the person certifying the Delegates and Alternates on behalf of the Post **MUST** be provided at the bottom of the form. All Delegates and Alternates on the form will receive an emailed receipt from Department Headquarters stating they have been certified to the Convention.
4. Indicate the District which the Post is located, the total amount of allowable delegates, and the Post number.
5. **MAKE A COPY OF THE DOCUMENT BEFORE MAILING!**
6. The form may be Emailed, Return Signed Receipt from USPS, or dropped off personally at Department HQ.
7. If you choose to Email, send to Legion@Ohiolegion.com. Please check your “Sent” folder to ensure the document was sent. An electronic receipt will be emailed to you for verification that Department has received your Post certification. Please bring this with you to the convention site for proof of certification.
8. If you choose to mail the form, please mail “Certified Return Receipt” to The American Legion Department of Ohio, Inc., 60 Big Run Road, PO BOX 8007, Delaware, OH 43015. When the document is delivered it will be signed for and you will receive a return receipt from the USPS verifying it was delivered.
9. All email addresses provided on the form will receive an email from Department Headquarters that serves as a receipt that we received. Please bring with you to the registration location at the convention site.
10. If you drop the form off at Department Headquarters, we will email all parties on the form with a receipt that we received the form.