

CONFERENCE CHECK LIST

ATTENTION ALL ASSOCIATION PRESIDENTS:

This is a checklist for your use as you complete and mail the many forms that are required this time of year. PLEASE see that these forms are returned BY THE DEADLINE DATES, and to the proper chairman. Don't wait for the deadline if you have the information available. Please send it now as the earlier the Officers and the Chairman receive the information the easier it is for them to be ready for conference.

1. ASSOCIATION BULLETINS: The deadline is April 15, 2005 for all flyers and books to be sent to each Crier Reporter and the Crier Editor, Lisa Andrews.
2. DISTRICT DUES: Make sure all of your dues are in to Financial Secretary Tracy Harden, PCS, by March 31st so your association can be given credit for as many members as possible.
3. MEMORIAL SERVICE: There will be a special service for all CPI members who have passed away during the last year. Be sure to notify our Chaplain, Mary Earley, PCA, by April 15th if you have lost a member as we don't want to miss anyone. (Information on any deaths occurring after the deadline may be sent immediately.)
4. PIN AND EMBLEM AWARD: This award goes to the association ordering the largest quantity of CPI jewelry during the past year, and you still have time to get your orders in. Make sure you send copies of your orders to District Pin and Emblem Chairman Donna McIntyre, PCS.
5. CAREER CLUB: Please mail your list of all current Career Club members to Ruth Ann Aller, CCCE/MPCE, by April 15th. Career Club luncheon is included in your registration for conference.
6. TROPHIES: Remember to have your trophy engraved. Keep the engraving uniform with those who have won prior to your association. Be sure the trophy is polished and that it gets to the Trophy Chairman, Debra Buck, PCS, at District Conference. If no one from your association is going to conference be sure that Lisa receives the trophy prior to her leaving for conference.
7. DISTRICT HISTORIAN: Jill Jaeckel, CA, would like to have pictures and articles/clippings from all the associations included in the President's memory book.
8. PERFECT ATTENDANCE AWARD: In order to qualify, you must return this form to Sue Cassell, PCE, by April 15, 2005.
9. PERFECT ATTENDANCE: If you have a member who has perfect attendance of 15 years or more, and you wish to have the certificate and/or pin presented at the District Conference, you will need to notify Barbara Beatty, ACE/PCE, and see that the certificate or pin is made available to her prior to the Awards Luncheon.

10. INDIVIDUAL MEMBERSHIP CHALLENGE AWARD: In order to qualify for this District award the form must be completed and returned by April 16 to the Membership Chairman, Sue Cassell, PCE, District 10 First Vice President.
11. DISTRICT EDUCATION AWARD: Due to the way the judging is set for this award (by percentage or by numbers), all associations regardless of size of their membership have an equal chance of winning. Again, you must complete the form and return by April 20th to the Education Chairman, Donna Carollo, District 10 Second Vice President.
12. DISTRICT CREDENTIAL CERTIFICATION: This is the all important form. If your association is to have the vote/votes it is entitled to at the District Conference, this form must be completed and returned by April 15th to the Credentials Chairman, Barbara Beatty, ACE/PCE.
13. DISTRICT CREDENTIALS: Presidents and Delegates--Please make copies of the Delegate Credential form, complete the form, make sure it is properly signed and bring them to conference with you. Each voting delegate requires one delegate credential for one vote. This credential gives you the chance to express your association's wishes in regard to the officers who will serve you, and the by-laws that guide our organization. Please pick up your ballots at the Credentials Desk as early as possible to enable the Committees to close and prepare their report, which must be given in the early portion of the Annual Business meeting. Remember DO NOT MAIL THIS FORM

BRING YOUR COPY OF THE PRE-CONFERENCE "CRIER"

Thank you in advance for preparing your forms and mailing them on time!

Should you have any questions, please call Barbara Beatty, ACE/PCE, at (W) 406-556-9720 or (H) 406-582-0985. Mailing address: Five Star Collections, P O Box 7378, Bozeman, MT 59771-7378. Email: bobbianandsteve@msn.com.

Barbara Beatty, ACE/PCE