

NATIONAL NALC AUXILIARY

REQUEST FOR A NATIONAL AUXILIARY OFFICER TO ATTEND AN EVENT

Please complete this form and submit it to the National Auxiliary President.

IN-PERSON EVENTS

Submit at least **4 months** before the event.

VIRTUAL EVENTS

Submit at least **30 days** before the event.

SECTION 1 · EVENT INFORMATION

Type of event: _____

Format: _____

Event dates: _____

City, state (or virtual platform): _____

Venue / event location: _____

Expected officer arrival date/time: _____

Expected officer departure date/time: _____

Event theme (if any): _____

Specific officer requested (if any): _____

SECTION 2 · TRAVEL, LODGING & EXPENSES

The host auxiliary must arrange airport pickup for the visiting officer and make hotel reservations. Please identify the largest and closest airport serving the event city.

Largest / closest airport: _____

Who will provide airport transportation? _____

Will host auxiliary/state association pay for hotel? Yes ■ No ■

Unsure ■

Will host pay travel expenses? Yes ■ No ■ Unsure ■

Will convention fees, meals / banquet be provided? Yes ■ No ■

Unsure ■

SECTION 3 · AUXILIARY & PROGRAM DETAILS

Will a quorum be present? Yes ■ No ■ Unsure ■

A quorum means that attending locals have paid national and state dues by February 28 and that enough locals are present under the state bylaws to conduct business.

NALC national officer assigned to the convention (if known): _____

Will state convention notices be sent to all NALC branches inviting family members / significant others? Yes ■ No ■

Will there be a board meeting? Yes ■ No ■ If yes, is the national officer expected to attend? Yes ■ No ■

Board meeting date, time, and location: _____

IMPORTANT · AFTER AN OFFICER IS ASSIGNED

A state officer is responsible for contacting the assigned national officer to coordinate arrangements. Provide the names and contact information (including email addresses) of all state officers. A tentative agenda must be sent to the assigned officer no later than one month before the convention.

SUBMIT THIS FORM TO THE NATIONAL AUXILIARY PRESIDENT

Warditra Hughes Hancock
National Auxiliary President

Email: w.hancocknalca@gmail.com

Thank you for supporting the NALC Auxiliary and our letter carrier community.