



The 91st Conference of the  
Virginia Society of the Children of the American Revolution  
*History Awakens*

**Dates:** March 9 – 11, 2018                      **Opening Session:** Friday, March 9<sup>th</sup>, 8:00 PM

**KEY DEADLINES:** **February 16 (hotel reservations)**  
**February 16 (credentials/candidate photos)**  
**February 23 (contest awards/regular registration/volunteer forms/patron donations)**

**Conference**  
**Check in:** Friday, March 9<sup>th</sup>, 4:00 PM – 8:00 PM

**Late Check in:** Saturday, March 10<sup>th</sup>, 8:00 AM – 9:00 AM

**Location:** **Omni Richmond Hotel**  
100 South 12<sup>th</sup> Street  
Richmond, Virginia, 23219  
1-804-344-7000 - ask for the Virginia Society of the Children of The American Revolution  
91st State Conference group block or book online:  
<https://www.omnihotels.com/hotels/richmond/meetings/virginia-society-of-the-children-of-the-american-revolution-91st-conference>  
Reservation Deadline: **February 16, 2018**

**Room Rates:** Single, Double, Triple and Quadruple Occupancy - **\$129.00 per night** [Parking not included]

**Registration Deadlines and Costs:** **Note: All participants including parents and guests are required to register!**  
**Early Bird (postmarked on or before 2/1/18) – \$10.00**  
**Regular (postmarked 2/2/17 – 2/16/18) – \$13.00**  
**Late (postmarked 2/17/18 – 2/24/18) – \$15.00**  
**After 2/24/18 or at the Door – \$25.00**

**Saturday Lunch:    Boxed Lunch (Includes sandwich, pasta salad, chips and cookie). Two options:  
A) Virginia ham, Swiss cheese, lettuce, tomato & mayo on brioche bun B) Sage  
roasted turkey, lingonberry mayo, lettuce & tomato on croissant \$21.00**

**Saturday Event:    State Capital Tour. 2-3PM (Meet in hotel lobby @ 1:30pm to walk/shuttle to  
Capital building)**

<b>Saturday Banquet</b>	<b>A) Honey &amp; Thyme Glazed Chicken</b>	<b>\$38.00</b>
	(w/Yukon Gold Mashed Potato, Roasted Squash Medley)	
	<b>B) Grilled &amp; Sliced Flank Steak</b>	<b>\$38.00</b>
	(w/Yukon Gold Mashed Potato, Broccolini, Caramelized Shallot Demi Glaze)	
	<b>C) Seasonal Pasta Primavera</b>	<b>\$38.00</b>
	<b>Chicken Fingers with French Fries for Children (12 and under)</b>	<b>\$16.00</b>
	<b>PLEASE HONOR THE AGE RESTRICTION!</b>	

## **REGISTRATION INFORMATION:**

Please complete the following forms and **enclose with** your mailed registration by February 24:

- **Conference registration form** (one for each Member, Senior and Guest)
- **Volunteer Form** (one for each Member or Senior who wishes to volunteer)
- **Medical Release Form** (one for each Member/Guest under age 18)

**Mail all Completed Registration Forms and Fees (check made payable to V.S.C.A.R., Inc.) to:**

Ms. Jennifer Naperala  
421 Corapeake Drive  
Chesapeake, VA 23322

## **CONFERENCE QUESTIONS:**

Conference questions may be emailed to:

Ms. Jennifer Naperala, VA State Senior Recording Secretary & State Conference Co-Chairman, at:  
vscarconferencechair@gmail.com.

**Note:** *This e-mailbox will only be monitored from December 1, 2017 – March 9, 2018.*

## **CONFERENCE DEADLINES:**

### **CREDENTIALS:**

Your society must send its Credentials Forms for both voting Delegates and Alternates **NO LATER THAN FEBRUARY 16, 2018**, to Senior State Registrar, Ms. Anne Cabrie-Forsythe, 8657 Rio Grande Road, Richmond, VA 23229 (E-mail [forsytheac13@gmail.com](mailto:forsytheac13@gmail.com); Phone: 804-405-5384.) See pages 11 – 12 for credentials forms.

## **CANDIDATES FOR STATE OFFICE:**

Candidates for State Office should:

- 1.) Send two photos of yourself to Nominating Committee Chairman, Ms. Alexandra Slaughter, 14333 Ferndale Rd, Dale City, VA 22193-2132 **NO LATER THAN FEBRUARY 16, 2018.**
- 2.) Bring munchies (cookies, potato chips, etc) and a two-liter bottle of soda for the Friday night candidates' party.
- 3.) Be prepared, if you are elected, to give the Senior State Treasurer a \$30.00 deposit for the loan of a state officer's Insignia & Ribbon. Make Checks payable to V.S.C.A.R., Inc.

**RUNNING FROM THE FLOOR.** Any member desiring to run from the floor for State Office shall inform the Chairman of the Nominating Committee (or Acting Chairman) of his or her intent to run before, or immediately after the close of, the Friday night business session.

## **CHORUS, PAGES, AIDES, COLOR BEARERS:**

If you are a member interested in serving as a page, aide, color bearer or chorus member send your name **NO LATER THAN FEBRUARY 23, 2018**, to Ms. Jennifer Naperala. She will forward your name to the appropriate chairman. **Please use the form included in this packet to provide the information.** Names must be received by **FEBRUARY 23, 2018**, in order to be included in the Program.

## **AWARDS:**

State Officers and Chairman should consult with their corresponding seniors to determine contest winners. Your winners should correspond exactly with the categories as published in the Voice of Virginia Contest Issue. Send your winners, **NO LATER THAN FEBRUARY 23, 2018**, to Senior Awards Chairman, Miss Cynthia Steinbach, 20 Fairfax Circle, Fredericksburg, VA 22405-2915 (e-mail: [csteinbach@cox.net](mailto:csteinbach@cox.net), Phone: 540-368-1172). Also send a copy of the winners to Ms. Donna Sayre, Senior State President, P.O. Box 416, Stafford, VA 22555-0416 (e-mail: [vscar-seniorpresident@gmail.com](mailto:vscar-seniorpresident@gmail.com)). **Remember keep your contest results secret!**

## **GENERAL CONFERENCE INFORMATION:**

### **HOTEL:**

Only 1-4 people per room are allowed. If any guest in the hotel complains about our noise level and asks for their money back, the person causing the disturbance will be charged for the other guest's room cost. Please be considerate of others at the hotel during the conference. **The reservation deadline for group rate is February 16, 2018.**

### **REGISTRATION:**

Registration forms must be filled out for each person who is attending the Conference. Medical Release forms must be filled out for each person under the age of 18. You **will not** be registered if any of the forms are missing required information. Be sure to double-check your registration forms carefully! **MEMBERS AND GUESTS UNDER 18 MAILING A REGISTRATION FORM SHOULD OBTAIN A CHAPERONE'S SIGNATURE BEFORE MAILING! If you are unable to obtain the signature before mailing, the chaperone must be present when the member registers or the member will not be allowed to register.** Any late Banquet reservation requests must be received no later **March 4, 2018, and will be accommodated in the order received.**

### **PATRON DONATIONS:**

PATRON: The Virginia Society Children of the American Revolution invites you to be a Patron of our 91st State Conference. Your voluntary support of our Conference is greatly appreciated and will be recognized in the State Conference Program. *Note: In order to receive appropriate recognition in the conference program, donations must be received by February 23, 2018.*

PROJECT PATRON: The Virginia Society Children of the American Revolution invites you to be honored at the State Conference Banquet as a Padawan (\$25), Rebel Leader (\$50), Jedi Knight (\$100), or Jedi Master (\$500) in recognition of your support for the State President's effort to restore the southwest entry steps at historic Pohick Church and to commemorate the DAR's role in building Pohick's vestry house. Your voluntary support of the state project is greatly appreciated! *Note: In order to receive appropriate recognition in the banquet program, donations must be received by February 23, 2018.*

### **MEALS:**

The only scheduled meals at the conference are the optional boxed lunch on Saturday and the awards banquet on Saturday evening. **No outside food will be permitted during the banquet.** If you do not sign up for the banquet, there will probably not be a seat available at the banquet. For all other meals, there are restaurants in the area, and the hotel has two restaurants. Please indicate any food allergies or diet restrictions on the registration form where indicated. If you do not indicate a meal preference, Honey & Thyme Glazed Chicken will be the default selection.

### **CHAPERONES AND CONDUCT:**

Senior Society Presidents are responsible for chaperoning their members or designating other adults as chaperones. **The National Society and Virginia Society C.A.R. Codes of Behavior will be STRICTLY ENFORCED! ALL PARTICIPANTS (members, guests & seniors) are required to review and agree to the Code of Behavior and Dress Code, which are printed immediately before the registration form, at the time of registration.** Additionally, all hotel rules and policies will be enforced. A list of members attending, with room numbers and names of designated chaperones, must be given to the Senior State President as soon as possible after arrival.

Adults willing to chaperone various activities at the conference are needed. Those events include the Friday night Candidates Party and the Saturday night dance. **Each Society should provide at least one chaperone volunteer per evening.** Please complete the "Senior Volunteer Form" for each chaperone.

The hall monitor policy is being continued this year. All seniors attending the conference must sign-up for an hour shift to help monitor the halls during Friday and Saturday evenings. A shift signup sheet will be available at the registration table.

### **OFFICERS, CHAIRMAN, SOCIETY PRESIDENTS, CANDIDATES:**

State officers and chairman are encouraged to prepare exhibits to share the work accomplished by local societies. All contest entries received should be displayed. **Set up exhibits after 2 p.m. on Friday.** Check with the registration table for directions to the display table area. Societies must pick up entries after the Saturday business session. Officers/Chairmen, work with your Senior to develop your exhibit and confirm your participation on the Member volunteer form.

### **REPORTS:**

State Officers, State Chairman and Society Presidents are reminded that their two-minute reports to be read at the conference should be typed, double spaced and in 12-point font. A copy of the report must be given to the

State Recording Secretary after the report is given. Reports should include a summary of your 2017-2018 C.A.R. activities, and a summary of the work accomplished throughout the state, as reported to you in the societies' contest entries. Seniors should assist members as needed and **MUST** sign the report before it is read. If your Senior is not available at the State Conference, you may ask the Senior State President or the Senior State First Vice President to sign the report.

**SOCIETY FLAGS:**

Each society is encouraged to bring its Society flag to the conference for display at the Friday evening and Saturday business session. Each society is responsible for the security of its flag and stand throughout the conference. Do not bring your United States or Virginia flags.

**VOLUNTEERS (BOTH SENIORS AND MEMBERS):**

Names of Seniors wishing to volunteer and/or make contributions and Members wishing to serve as Pages, Aides, Flag Bearers, and Chorus members will be forwarded to the designated Committee Chairman. Please use the enclosed forms indicating your wish to volunteer. Please submit your forms in a timely fashion to ensure proper recognition of your efforts and contributions to our State Conference.

**SPECIAL PRESENTATIONS AT AWARDS BANQUET:**

Honor someone at the Saturday Evening Awards Banquet by gifting them with a donation pin. You will be given an opportunity to make a brief presentation. See the pin form in this packet.

**INSIGNIA & RIBBON:**

Outgoing State Officers will need to turn in their State Insignia and Ribbon to Insignia and Ribbon Senior Chairman, Ms. Holly McGuire, immediately after the Saturday evening awards banquet. Incoming State Officers will be loaned State Insignia and Ribbon after they have made a \$30.00 Deposit.

**STATE BOARD MEETINGS:**

***FRIDAY, 7:00pm*** – The following people should attend: State Officers, Honorary State Presidents under 22, Society Presidents, and State Chairman.

***SATURDAY, 5:00pm*** – The following people should attend: Outgoing and Incoming State Officers, Honorary State Presidents under 22, State Chairman and Society Presidents.

**SENIOR STATE BOARD MEETING:**

***FRIDAY***, Promptly following the Opening Business Session – The following Seniors should attend: ALL Senior State Officers, Honorary Senior State Presidents, Senior State Chairmen, and Senior Society Presidents. Important information will be distributed, so if your Senior Society President cannot attend, please contact the Senior State President.

## **DRESS CODE: Please Read Carefully!**

**Adults and Children:** Seniors, please make sure that all members in your Societies are aware and understand the dress code before they arrive at the State Conference. We do not want anyone in attendance that is unprepared and not knowing the requirements. Please dress tastefully for all events keeping in mind that you are a role model for someone younger... regardless of how old you are!

Appropriate C.A.R. attire is always modest in length and exposure, well-fitting and allows the wearer to move, sit and work comfortably and respectably. Revealing clothing is not acceptable unless covered in a respectable manner.

Appropriate attire is required for all members, adults and guests at all times. The Dress Code is in effect from start of the opening session on the first day until the end of the last scheduled event and any other event as noted in the program or manner.

**Business Sessions:** In addition to the "Appropriate C.A.R. Attire" definition above, attire for business sessions must be business-like and acceptable in a corporate boardroom. No jeans, sweatpants, flannels/pajamas, uncovered leggings, mini-skirts, or casual attire of any kind will be allowed. Appropriate dress shoes must be worn at all times. *Ladies/Girls:* Business suits with appropriate skirt; business dresses; dress skirts and blouses; equivalent military or civil servant uniform. *Gentlemen/Boys:* Suit and tie; sport jacket, slacks, shirt and tie; equivalent military or civil servant uniform. Coats may not be removed during the business session. Hats may not be worn indoors at any time, except when involved in a special presentation or event.

**Candidates Party:** No frayed jeans, faded or torn clothing.

**Awards Banquet:** *Gentlemen/Boys:* Tuxedo; suit and tie; sport jacket, slacks, shirt and tie; equivalent military or civil servant uniform. Coats may not be removed during the Banquet or Formal Dance. Hats may not be worn at any time, except when involved in a special presentation or event. *Ladies/Girls:* Evening gown; ball gown; respectable length dress; equivalent military or civil servant uniform.

**Shoes must be worn to all events. Honorary Senior State Presidents and Honorary State Presidents will enforce the dress code.**

**CODE OF BEHAVIOR:** We, the members of the Virginia Society Children of the American Revolution, are called upon when entering C.A.R. to realize that we represent not only our families, but also an important national organization. Our behavior must at all times be above reproach. No organization can exist without rules and order. Therefore, we acknowledge the magnitude of the organization of which we are members and we engage ourselves both individually and collectively, to insure that this Code of Behavior be maintained.

1. We will REMAIN COURTEOUS AT ALL TIMES.
2. All Persons are to be prompt in attending all sessions of the function and to occupy the seat or area designated for them.
3. We are present at the conference to represent our societies and to express opinions and have a good time. Therefore, attendance at all conference activities is expected.
4. All persons are to respect the comfort of other guests in the function hotel by refraining from being noisy in the corridors or rooms after 11 pm while others are trying to sleep.
5. We will leave the conference session only when necessary.
6. We will not leave the hotel without permission from our senior president or chaperone.
7. We will refrain from unnecessary talking during the conference sessions.
8. We will follow the dress code.
9. All persons are to obey the Laws of the jurisdiction in which the function is being held and the laws of the United States of America.
  - a. Laws governing the drinking of alcoholic beverages vary from state to state; **HOWEVER, ALL MEMBERS, SENIORS and GUESTS are expected to REFRAIN from the Drinking of any alcoholic beverages** in individual rooms, the hotel or in public.
  - b. Those found violating the Code of Behavior in relation to alcohol and/or drugs will not be allowed to participate in the C.A.R. function.
  - c. **It is illegal to stay in the function hotel without being registered there.**
10. We will have a curfew of 12:30 am on Friday night and a curfew of 1:30 am on Saturday night, which the chaperones and senior officers will strictly enforce.

***PLEASE NOTE: The City of Richmond, VA, curfew is 11 p.m., and members under age 18 must be escorted by an adult in public areas of the hotel after that time.***

**2018 V.S.C.A.R. State Conference Registration Form - Due 2/23/18**  
**Each Attendee Must Submit a Separate Form – No Exceptions – PLEASE PRINT CLEARLY**

Name (for name tag): \_\_\_\_\_ Age: \_\_\_\_\_ (if under 22) (if under 18, include medical release)

List Current Position (Indicate National, Virginia State or Society level): \_\_\_\_\_  
 or

List Guest/Prospective Member: \_\_\_\_\_ Sponsor: \_\_\_\_\_

Society Name: \_\_\_\_\_

Your Address: \_\_\_\_\_ Volunteer: Yes or No (if yes, include volunteer form)

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone (w/area code): \_\_\_\_\_ E-mail: \_\_\_\_\_

**All Members/Guests under 18 MUST have a designated chaperone and complete this section:**

My Chaperone will be: \_\_\_\_\_. I hereby agree to be the Chaperone for the above named individual for the duration of the 2018 V.S.C.A.R. conference.

\_\_\_\_\_  
 Chaperone signature

\_\_\_\_\_  
 Date

	<u>Amount</u>
<input type="checkbox"/> <b>Registration</b>	\$ _____
<input type="checkbox"/> Early Bird (postmarked on or before 2/1/18) – \$10.00 <input type="checkbox"/> Regular (postmarked 2/2/18 – 2/16/18) – \$13.00	
<input type="checkbox"/> Late (postmarked 2/17/18 to 2/24/18) – \$15.00 <input type="checkbox"/> After 2/24/18 or At the Door – \$25.00	
<input type="checkbox"/> <b>Saturday Boxed Lunch</b> – \$21.00	\$ _____
<input type="checkbox"/> Option A <input type="checkbox"/> Option B	
<input type="checkbox"/> State Capital Trip (Saturday afternoon)	
<input type="checkbox"/> <b>Saturday Evening Banquet</b> (over age 12) – \$38.00*	
<input type="checkbox"/> Option A <input type="checkbox"/> Option B	
<input type="checkbox"/> Option C   * <i>No new orders/changes/substitutions after 3/4/18</i>	
<input type="checkbox"/> <i>Children 12 and under ONLY</i> - Chicken Fingers – \$16.00	\$ _____
<input type="checkbox"/> Dietary Restrictions: _____	
<input type="checkbox"/> <b>Patron Donation</b> - Any amount is greatly appreciated!	\$ _____
<input type="checkbox"/> Name to be listed in conference program: _____	
<input type="checkbox"/> Person making donation and check # if different: _____	# _____
<input type="checkbox"/> <b>Project Patron Donation</b> (\$25, \$50, \$100, \$500 or more)	\$ _____
<input type="checkbox"/> Name to be listed in conference program: _____	
<input type="checkbox"/> Person making donation and check # if different: _____	# _____
<input type="checkbox"/> Please check this box if a state project donation has already been sent directly to Mike Elston.	
<b>Total Amount For This Page</b>	\$ _____
<i>(Payable to V.S.C.A.R., Inc)</i> <b>Check #</b>	_____
<i>Note: you may write one check for multiple registrations.</i>	
<b>Please make checks payable to "V.S.C.A.R., Inc."</b>	

**Mail to Ms. Jennifer Naperala, 421 Corapeake Drive, Chesapeake, VA 23322**

**Virginia Society of the Children of the American Revolution  
91st State Conference**

**Member and Senior Volunteer and Information Form**

Please Print ALL information! Thank you!

**MEMBER Name:** \_\_\_\_\_ **Age:** \_\_\_\_\_

**Society:** \_\_\_\_\_ **Phone (w/area code):** \_\_\_\_\_

**Yes!!! I want to volunteer.... I want to:**

\_\_\_\_\_ **Be a member of the chorus (Please plan to attend practice on Friday afternoon as noted in the program)**

\_\_\_\_\_ **Be a Flag Bearer**

\_\_\_\_\_ **I will be carrying my Society's flag**

\_\_\_\_\_ **Be a Page (young ladies and girls)**

\_\_\_\_\_ **Be an Aide (young men and boys)**

**\*\*\*State Officers and Chairmen Only\*\*\***

\_\_\_\_\_ **I will be bringing an exhibit to display of my officer/chairman contest and entries**

**SENIOR Name:** \_\_\_\_\_

**E-Mail Address:** \_\_\_\_\_

**Society:** \_\_\_\_\_ **Phone (w/area code):** \_\_\_\_\_

**I would like to volunteer:**

\_\_\_\_\_ **Help decorate the tables on Saturday before the Banquet**

\_\_\_\_\_ **Chaperone**

\_\_\_\_\_ **Hall Chaperone (during the evenings until curfew)**

\_\_\_\_\_ **Friday night Candidate's Party**

\_\_\_\_\_ **Friday night Senior Meeting**

\_\_\_\_\_ **Door Chaperone – Candidates party**

\_\_\_\_\_ **Saturday Night Dance**

\_\_\_\_\_ **Saturday Night Senior Party**

\_\_\_\_\_ **Door Chaperone – Saturday night dance**

\_\_\_\_\_ **Bring food/treats (chips/soda, etc.)**

\_\_\_\_\_ **Friday night Candidate's Party**

\_\_\_\_\_ **Saturday night Senior party**

**REMINDER:** Societies can participate in two Silent Auction Contests. Prizes will be awarded to the Society donating the most items and the Society bringing in the most money for their items donated.

**Please bring Silent Auction items to a Silent Auction Committee member.** Do not just leave them on a table or your Society may not get credit for the Silent Auction Contests. **All Silent Auction Items must have a 3"x5" index card accompanying the item** (available at the registration table) that includes: Society Name, Item Description, and Minimum Bid (if desired).

**Mail to Ms. Jennifer Naperala, 421 Corapeake Drive, Chesapeake, VA 23322.**



**MEDICAL RELEASE FORM**  
**~ Required for those under the age of 18 in attendance ~**  
**2018 V.S.C.A.R. STATE CONFERENCE**

I, \_\_\_\_\_ (Parent/Guardian's Name) hereby give permission for any and all medical attention to be administered to my child \_\_\_\_\_ (Child's full name) in the event of accident, injury, sickness, etc. under the direction of the person(s) listed below, until such time as I may be contacted. I also assume the full responsibility for payment of any and all expenses incurred in connection with such treatment. The release is effective for the 2018 Virginia State Conference during the weekend of March 9 – 11, 2018. All information will be held in confidence and will be destroyed after the conference.

Parent/Guardian Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Insurance Company: \_\_\_\_\_

Policy Number: \_\_\_\_\_ Telephone: \_\_\_\_\_

Physician: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Known Allergies, conditions, special needs and any medications being taken (prescribed & over the counter):

\_\_\_\_\_  
\_\_\_\_\_

If I cannot be reached, any of the following persons are designated to act on my behalf:

Senior State President: \_\_\_\_\_ Donna Sayre \_\_\_\_\_

Senior Society President: \_\_\_\_\_

Chaperone as indicated on Registration: \_\_\_\_\_

Consent for medical treatment (minor):  
As the parent/legal guardian of the above named child, I \_\_\_\_\_  
(Parent/Guardian's Name) hereby give my consent for emergency medical care prescribed by duly licensed hospital, Doctor of Medicine, or Doctor of Dentistry. This care may be given under whatever conditions are necessary to preserve the life, limb or well-being of my dependent.


\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Mail to Ms. Jennifer Naperala, 421 Corapeake Drive, Chesapeake, VA 23322.**

**PINS • PINS • PINS**

**If you would like to purchase a pin to present during the State Conference, please use this form and return it with your other conference forms. Send your separate check made payable to V.S.C.A.R., Inc. and a separate form to Mrs. Carol McCue, 2246 Oak Bay Lane, Richmond, VA 23233.**

Type of Pin	Society to Receive Credit	Quantity	Pin Amount	Total Amount
Virginia Honor Pin			\$25.00	\$
Tri-Corner Hat Pin			\$15.00	\$
Revolutionary Soldier			\$15.00	\$
Pineapple Pin			\$15.00	\$
Dogwood Pin			\$15.00	\$
Pohick Church Pin (State Project)			\$10.00	\$
Cardinal Pin			\$10.00	\$
 V.S.C.A.R. Outstanding Senior (Local)*			\$15.00	\$
		* LIMITED TO ONE PER SOCIETY EACH YEAR.		
<b>Total</b>	\$			

**To be completed by Senior Treasurer Only**

Date received:	Payment method: check	Check #
State Conference		

**Virginia Society C.A.R. State Conference Credentials Form  
Due February 16, 2018**

**Credentials Reminders:**

- Only C.A.R. Members in good standing (with State AND National dues and fees paid on time) may serve as delegates and alternates at the State Conference.
- Do not elect State Officers or Honorary State President under age 22 as society delegates or alternates. They have a vote by virtue of office and **are not** counted in your society's votes.
- If you require space for more than 6 delegates, please submit a second page of the form **with the designation "(2)"** next to your society name.

**DELEGATES ARE ALLOTTED ACCORDING TO SOCIETY MEMBERSHIP**

**\*\*Note, Delegate numbers increased per March 2014 Bylaws Amendment\*\***

10 Members or Less	2 Votes = Society President + 1 other Member
11 to 15 Members	3 Votes = Society President + 2 other Members
16 to 20 Members	4 Votes = Society President + 3 other Members
21 to 30 Members	5 Votes = Society President + 4 other Members

Thereafter, each increase in membership by multiples of five shall, in addition to those named above, entitle said society to an increase in representation by one delegate or alternate.

**Mail before February 16, 2018 to:**

**Anne-Cabrie Forsythe, Senior State Registrar**

8657 Rio Grande Road, Richmond, VA 23229

**Any questions please contact Anne-Cabrie Forsythe**

804-405-5384 or forsytheac13@gmail.com

# Virginia Society C.A.R. 2018 Credentials Form

**Society Name:** \_\_\_\_\_

**Delegates:**

1. \_\_\_\_\_ (President/Vice President)
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_

**Alternates**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_

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**Senior Society President Signature** **Date**

**Senior Society President Email Address and Phone Number:**