

LETTERHEAD

August 1, _____

Dear Council President,

The annual Delegates Assembly of the Keystone State Reading Association will be held _____, from 12:00 noon to 2:00 p.m. at the _____ . A luncheon will be provided for delegates. All other KSRA members are welcome to attend as observers, but will not be served lunch.

According to KSRA bylaws, the voting members of the assembly shall consist of the Board of Directors and certified representatives of the Local Councils of the Commonwealth of Pennsylvania. Each local council of ten to twenty-five members is entitled to one voting member and one voting member for every additional twenty-five members or major portion thereof. Members of the Board of Directors are entitled to but one vote.

Please return the enclosed form by _____, indicating the names of your council's delegates. An official delegate card will be mailed to council presidents for each delegate, which must be brought to the conference, as it will serve both as admission and lunch ticket. No delegate will be admitted without the official delegate card. Council presidents will be responsible for distributing these cards to their council's delegates. If the delegate is unable to attend, he/she must sign the card and the substitute must present the card. No cards will be available at the conference.

If a delegate is unable to attend and no substitute is available, please contact me to cancel the luncheon reservation by _____ (10 days prior to start of conference). Those councils who make a reservation for delegates who do not attend and have not canceled the reservation will be charged the cost of the lunch for each delegate not attending.

Councils must complete and return the enclosed form by _____, even if no delegates will be attending. Returning this completed form by the deadline will ensure eligibility for the KSRA Council Awards.

Sincerely,

Vice President

Enclosure