

LETTERHEAD

---

Dear Council President,

Thank you for submitting your list of delegates for the \_\_\_\_\_ KSRA Delegates Assembly to be held on \_\_\_\_\_. Enclosed are the official delegate cards for your council. As a reminder, these cards must be brought to the conference, as they will serve both as admission and luncheon ticket. No delegate will be admitted without the official delegate card. Council presidents are 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.

The Assembly, which will be held from 12:00 noon to 2:00p.m., includes lunch. All other KSRA members who wish to attend may do so, but will not be served lunch and are ineligible to vote.

Upon arrival at the Delegates Assembly, three Regional Directors will check that all Delegates have their delegate admission ticket. Delegates will then proceed to the Registration Table where three additional Regional Directors will complete their registration for the Assembly.

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 the luncheon will be charged the cost of the lunch for each delegate not attending.

Enclosed are copies of the minutes from the \_\_\_\_\_ Delegates Assembly and the proposed changes in the bylaws to be voted upon at the \_\_\_\_\_ Delegates Assembly.

Thank you again for your prompt attention in this matter. I look forward to seeing you in \_\_\_\_\_.

Sincerely,

\_\_\_\_\_  
Vice President

Enclosure