

LETTERHEAD

Dear Executive Officer/Committee Chairperson,

Enclosed is your official delegate card for the annual Delegates Assembly. Please be certain to bring this card to the conference, as it will serve both as the admission ticket and luncheon ticket. No delegate will be admitted without this official card, and no cards will be available at the conference.

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

If you find you are unable to attend the luncheon, please let me know by _____ (10 days prior to the start of the conference) so that we may cancel your reservation. Those officers/committee chairpersons who make reservations as delegates but who do not attend the luncheon, will be charged the cost of the lunch.

Enclosed are copies of the minutes from the _____ (list previous year's date) Delegates Assembly and proposed changes in the bylaws to be voted upon at the _____ (list current year's date) Delegates Assembly.

I look forward to seeing you in _____ (list conference location).

Sincerely,

_____, KSRA Vice President

_____ (list contact information)

Enclosures