



LADIES AUXILIARY DELAWARE VOLUNTEER FIREFIGHTER'S ASSOCIATION CONFERENCE CHECKLIST

NEW CASTLE COUNTY

ACTION REQUIRED AND DUE DATES FOR CONFERENCE

State Dues (\$75)	Already paid to LANCCVFA County Treasurer, Deidre Kerr
State Conference Assessment (\$200)	Already paid to LANCCVFA County Treasurer, Deidre Kerr
LADVFA 50/50 Lottery (\$50)	Already paid to LANCCVFA County Treasurer, Deidre Kerr
Names of Delegates and Alternates	Two copies are in your packet. Send <u>ONE</u> copy of the forms to State Secretary, Karen Barlow. Keep second copy for your files. If you need to make any changes, the Auxiliary President needs to send the change to the State Secretary on Auxiliary letterhead prior to the Thursday meeting at Conference. Forms are due by <u>July 15th</u> .
Names of Deceased Members And Pictures	Two copies are in your packet. Send <u>ONE</u> copy to State Secretary, Karen Barlow, and <u>THE OTHER COPY</u> to Jane Williams, LANCCVFA President. Please send a clear photograph to Jane and write the name and auxiliary of the deceased on the back. The picture will be used in the panorama at the Memorial Service on Friday, September 13 th . Please mail forms and pictures by <u>July 15th</u> . <u>Your County President is the only one who is to receive the pictures; your pictures will be returned to you.</u>
Financial Report	Two copies are in your packet. Send <u>ONE</u> copy to your County President, Jane Williams, by <u>July 15th</u>. Bring the other copy with you to Conference.
Hospitality	Return registration form to Cindy Humphreys, 302-745-9747 , by <u>July 15th</u> .
Luncheon	Return registration form to Isabel Stevenson, (302) 245-5418 , by <u>July 15th</u> .
Golf Tournament	Return registration form and payment to PSP Barbara A. Rossiter. For questions, please call (302) 737-3245 or cell (302) 354-0645 by <u>July 15th</u> . <u>If you have a sponsor for the golf tournament, please submit form at the same time.</u>
Mutual Relief	Return registration form to Virginia Tice, (302) 542-1972 by <u>July 15th</u> .
Hall of Recognition	Please return submissions to your New Castle County representative by <u>July 15th</u> .
50-Year Recognition	Please return submissions to your New Castle County representative, by <u>July 15th</u> .

Please make sure you have returned above items to the proper person by the deadline date of July 15th. This will help them meet their deadlines. **Keep a copy of all correspondence for your files.**

Thank you for your cooperation!

Ms. Jane Williams
NCCLA - President
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Mrs. Karen Barlow
LADVFA Secretary
800 East Avenue
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(302) 658-0085

Ms. Deidre Kerr
NCCLA - Treasurer
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