

2011 Convention Timelines

Date	Responsibility	What needs to be done
15-Mar	Chapter	Delegate/proxy list to Federation Secretary
15-Mar	Chapter	WSFC Forms 4 and 5 - bylaw and resolution proposals to Federation Secretary
31-Mar	Member's responsibility	Convention Registration (Late registration fee after March 31st)
31-Mar	Chapters submit ad - see attached order form	For program booklet
31-Mar	Chapter by mail/e-mail	Memorial booklet - list of those chapter members who passed away since last March
31-Mar	Chapter by mail	Booster list
31-Mar	WSFC Officers by mail/e-mail	Reports from officers/committee chairs for inclusion in the registration packet
1-Apr	Chapters/Groups/Businesses	Exhibit space requests & commercial ads
1-Apr	WSFC Officers and Committee Chairs	Reports for registration packets
15-Apr	Member's responsibility	Deadline for refund of registration
1-May	Member's responsibility	Deadline for refund for meals

Additional forms are available on our web site: www.narfewa.net