



# NCRSP 2023 State Convention Delegate Designation & Registration Forms

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## REGISTRATION INSTRUCTIONS

### DELEGATE QUALIFICATION

To qualify as a delegate, a member's dues must be received at the state office by **December 15, 2023**. If you need to verify a prospective delegate's payment status, please contact the state office for confirmation of the member's official join or renewal date.

### DELEGATE DESIGNATION

Delegates shall be designated by the local unit and recorded on the included form per the following:

- **NCRSP State Convention delegates:** One delegate for each 10 members rounded to the nearest whole number; record each NCRSP convention delegate on a separate line in the list of delegates. **Cost: \$10.00 per delegate**
- **NCRSP State Convention alternates:** The recommended number equals 10% of the unit's delegate allocation. **Cost: \$10.00 per delegate**

**Note:** *The head of the unit's delegation (either the unit president or the unit president's designee) **must** be present at the convention registration table to vouch for any alternate who is assuming a delegate's position.*

### WORKSHOPS

All attendees are eligible to attend the workshops held virtually on Wednesday and Thursday. Descriptions of the workshops are included in the convention materials.

### LUNCH ORDERS

All in-person attendees will be counted automatically for Thursday, March 9<sup>th</sup> lunch buffet. Lunches must be paid for by the deadline of February 20, 2023. Payments shall be made payable to NCRSP and accompany the registration form. Cost \$28.00 per person

### FORM SUBMISSION

Complete the 'Delegate Registration' form provided using the following instructions.

1. Write each individual delegate's name, along with other requested information as required.
2. Indicate the **total** number of delegates and the total payment (**\$10.00 registration + \$28.00 lunch**) at the bottom of the form.
3. Include a single check from your local unit for **all** registrations and lunches.

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4. Sign the Delegate Designation form.
5. Make a copy of the signed form for your unit's records.
6. Mail the completed, signed form **to the state office, received by February 20, 2023.**

*Mail the signed form to:*

NCRSP  
Attn: State Delegates  
3700 Glenwood Ave., Suite 510  
Raleigh, NC 27612

### *Mail Carriers*

- *USPS: Mail your packet no less than seven days before the deadline date for regular USPS mail and no less than three days before the deadline date for USPS Express Mail.*
- *UPS/FedEx: Mail your packet no less than one day for UPS or FedEx Next Day Air service.*
- If you are mailing your form close to the deadline date, you should protect your unit by faxing your form to the state office **in addition to mailing it** (*see instructions below*).

Fax the signed form to 919-829-1626

- Use a cover sheet that indicates "To: NCRSP" and "Attn: State Delegates."
- If you fax your form in order to meet the deadline, you **must still mail in the original** (*along with the payment*) **no later than the next day**, using the address given above.