



**THE AMERICAN LEGION**  
**DEPARTMENT OF VIRGINIA, INC.**  
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### MEMORANDUM

TO: POST ADJUTANTS

FROM: DALE D. CHAPMAN, DEPARTMENT ADJUTANT

SUBJECT: CONVENTION CALL

DATE: MAY 30, 2017

The copy of the Convention Call, your action copy, contains as attachments:

- (1) Uniform Code of Procedures for the Organization of Department Conventions
- (2) Preparing a Resolution
- (3) Credential Certification Forms **(2)**  
**(White return to Headquarters, Gray to your Post Delegation Chairman)**
- (4) 10 Green Credential Cards
- (5) 1 Resolution form (see reverse of form for regulations)
- (6) 1 Resolution Continuation Sheet

I realize that the proper handling of all these requirements will mean lots of careful, hard work on your part. Please be assured that your diligent efforts are greatly appreciated by me and by your Department Commander, Dave Stein.