

Representative Assignment Request Form

State Convention, Regional Conference, District, Zone, Anniversaries, and all other Assignments.

***MUST BE RECEIVED 60 DAYS PRIOR TO EVENT DATE IN ORDER TO REQUEST A REPRESENTATIVE**

Event _____ Date(s) _____

Are you requesting a representative for the Aerie Auxiliary

Host Aerie/Auxiliary Name _____ Host Aerie/Auxiliary No _____

Airport _____

Arrival Date _____ Approximate Time _____

Who will pick up from the airport _____ Phone _____

Departure Date _____ Approximate Time _____

Who will drop off at the airport _____ Phone _____

Hotel _____

Address _____

Phone _____

Is the Aerie Auxiliary in Compliance? Please check before sending in your request.

You must be in compliance **45 days prior to the event** to receive a representative.

Representative(s) Requested? _____
(Please give at least 3 names)

When is the representative expected to speak? _____

Subject _____

If you would like information on any of the following, go to www.foe.com under members only section.

- Officer Duties & Responsibilities
- Membership
- Complaint Trial Procedure
- Secretary Duties & Responsibilities
- Protocol
- Getting Members involved
- Auditor Duties, Responsibilities & Instructions
- Mediation
- Keeping in Compliance
- Marketing
- Quick Books
- Grants
- Trial Committee
- Conciliation
- Recruiting Officers

Day 1 Events: _____

Date: _____ Dress Code: _____

Start Time: _____ End Time: _____

Day 2 Events: _____

Date: _____ Dress Code: _____

Start Time: _____ End Time: _____

Day 3 Events: _____

Date: _____ Dress Code: _____

Start Time: _____ End Time: _____

Day 4 Events: _____

Date: _____ Dress Code: _____

Start Time: _____ End Time: _____

Day 5 Events: _____

Date: _____ Dress Code: _____

Start Time: _____ End Time: _____

Day 6 Events: _____

Date: _____ Dress Code: _____

Start Time: _____ End Time: _____

Day 7 Events: _____

Date: _____ Dress Code: _____

Start Time: _____ End Time: _____

Signature _____, **Title** _____