

February 28, 2019

TO: WEAC Board of Directors
Region Presidents
Local Presidents

FROM: WEAC Credentials & Elections Committee

RE: Door Guards for 2019 WEAC Representative Assembly

The WEAC Representative Assembly will be held at the Best Western Conference Center, Oshkosh, Wisconsin. For the last several years, the Credentials and Elections Committee, with your assistance, have recruited people to serve as door guards at the Representative Assembly. We are again calling upon you for help in seeking volunteers for this important duty.

Enclosed with this memo is a form with time segments that need to be filled out. The form should be completed with the names, addresses, and phone numbers of any volunteers you may be able to recruit, and should be returned to WEAC, Attn: Sue Crabb, P. O. Box 8003, Madison, WI 53708-8003 by **April 5, 2019**.

All volunteers will be paid mileage (maximum of 100 miles) and parking expense. The Saturday luncheon will be provided by WEAC. If the Representative Assembly goes into the dinner hour, those on the 1:30 p.m. shift will be provided one meal (up to a maximum of \$15.00). **A receipt for parking and meals is required for reimbursement.** If necessary, the cost of the room must be arranged for and covered by the volunteer.

Volunteers for door guards need not be WEAC members and cannot be delegates to the R.A. In addition, the WEAC Standing Rules stipulate that staff members may not act in this capacity. Please advise the volunteers that times listed on the form are guidelines and may vary slightly, according to the business session of the R.A. itself.

We suggest that you especially consider contacting those members in your unit who are attending the R.A. as delegates to help recruit friends and/or relatives who may be interested in being in attendance with them. Your prompt attention to this matter is greatly appreciated.

If you have any questions, please feel free to contact Sue Crabb, at the WEAC office, extension 222. Thank you for your assistance.

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Enclosures: Form

DOOR GUARD VOLUNTEERS

2019 WEAC Representative Assembly Saturday, April 27, 2019

Presidents: Please return this form to the WEAC, P O Box 8003, Madison, WI 53708-8003 by April 5, 2019.

Volunteers: Please check your preference for the shifts you are interested in. Volunteers are needed for Saturday. You may check as many shifts as you would like to work. Print your name, address and telephone number. Thank you.

Name _____
Address _____ Phone _____
City _____ State _____ Zip _____

Saturday, April 27, 2019
9:30 a.m. to 1:30 p.m. _____
1:30 p.m. to end of RA _____

Times may vary depending upon the business session of the R.A. Due to the shifts being 4 hours, we will have a floater and time for lunch.

Name _____
Address _____ Phone _____
City _____ State _____ Zip _____

Saturday, April 27, 2019
9:30 a.m. to 1:30 p.m. _____
1:30 p.m. to end of RA _____

Times may vary depending upon the business session of the R.A. Due to the shifts being 4 hours, we will have a floater and time for lunch.

WEAC will reimburse all volunteers mileage (maximum of 100 miles) and parking expense. The Saturday luncheon will be provided by WEAC. If the Representative Assembly goes into the dinner hour, those on the 1:30 p.m. shift will be provided one meal (up to a maximum of \$15.00). **A receipt for parking and meals is required for reimbursement.** If necessary, the cost of the room must be arranged for and covered by the volunteer.