

ATTENTION LODGE SECRETARY

IMPORTANT INFORMATION REGARDING THE 2024 SUMMER CONVENTION

1. All registration will be done online – either by the individual or by the lodge secretary. Registration and info can be found at www.oregonelks.org/SummerConvention or the page can also be found under “News and Events” on the navigation menu at the top of the site.

2. If the lodge secretary is registering for the lodge, have each member attending complete the following form before starting the registration process. **Set a deadline for them to be returned to you, no later than April 1. NOTE: All registrations must be done online, do not send the included form into the state office. The deadline for no additional costs is April 5, 2024, so don't miss it!**
 - Hand out the information registration form to those that you will be registering for convention. **NOTE: This form is to help you gather information, it cannot be submitted as a registration form.**
 - This form is basically set up in the order of the information requested on the online form to make it easy for you to enter the information into the online registration form!
 - The VIP Banquet is by invitation only and is applicable only to those listed on the form.
 - Only one spouse can register for their spouse member's meal choice (even though they are each registering separately if both spouses are members).
 - Depending on which category they chose, different drop-down menus will come up for those eligible for dinner/events. If they signed up for something and the option isn't there, they aren't eligible to attend.
 - If the lodge is paying the delegate registration fee, collect all additional money from the registrant for meals they have signed up for. This should be turned in at the same time as their form is given to you.
 - **The registration fee is \$45 per member if registered before April 5, \$70 per member after that date.**

3. Once all registration forms have been collected you are ready to start. **NOTE: The following instructions are specific to lodge secretaries registering their entire delegation.**
 - Be sure to click on “**Lodge Secretary Registering for my lodge**” before you enter any names if you are registering all of your attendees.
 - Once you have the online form filled out completely, you will need to select who should be invoiced for the registration.
 - If you want the lodge to be invoiced for the registration and meal costs, you will select “Please invoice the Lodge for the registration fees & meals” for the registration to be added to the lodge's invoice.
 - If you want the individual member you registered to be invoiced personally for the registration and meal costs, you will select “Please Invoice me for my registration fees & meals” for the individual member to receive their invoice.
 - If you are a lodge secretary and have more delegates to register, after choosing who should be invoiced, you will click on “**I have more delegates to register.**” If you want a copy of the submission, click on “**Send me copy of my responses.**” You will then click “**Submit.**” A message will come up letting you know that it went through and then you can continue on through the registrations until you are finished.
 - When you have entered your last entry, click on “**I am done registering all delegates and am ready**

for the invoice to be generated for the lodge.” Click on **Submit.**

- After your registrations have been submitted, the registrations will be verified by the registration team.
- Once verified, you will get a PDF copy of the registrations to give to each member. This will serve as confirmation of the registration.
- In addition to the PDF copy of your registrations, you will soon receive an email from info@oregonelks.org via Smartsheet <automation@app.smartsheet.com> confirming your registrations and containing a link to submit payment for your registrations. Be sure to check Junk or Spam folder if it doesn't show up in your regular Inbox. Your invoice will also include a PDF attachment of your registration confirmations. Registrations can be paid either by credit/debit card or electronic check.

4. Request for refunds for registration fees must be made in writing to: OSEA State Office, 6950 SW Hampton St. Ste 232, Portland, OR 97223, within **thirty (30) days** of the convention end. Meal costs will not be returned.

OREGON STATE ELKS SUMMER CONVENTION APRIL 25 ~ APRIL 27, 2024

**LOCATION: Seaside Civic and Convention Center
415 First St., Seaside, OR 97138**

**Seaside Elks Lodge #1748
324 Avenue “A”, Seaside, OR 97138**

**Need Help? Contact OSEA Convention Registry Team at
info@oregonelks.org or State Secretary**

2024 OSEA SUMMER CONVENTION REGISTRATION INFORMATION FORM

Please have **EACH MEMBER** attending fill out this form.

NOTE: THIS FORM IS FOR LODGE USE ONLY.

MEMBER NAME: _____

Email _____

Phone Number: _____

Lodge Name: _____

Voting Delegate for my Lodge? Yes ___ No ___ Not sure _____

You must check ALL categories below that are applicable. I am a:

Current Lodge Officer: Title _____ State Officer: Title _____

State Committee Chair ___ Past State President (PSP) ___ Past State Trustee Chair (PSTC) ___

District Deputy (DD) _____ DD-Elect _____ District Leader (DL) _____

Lodge **Member** currently **not** holding an Office _____

Name of Non-Member Spouse or Guest: _____

REGISTRATION FEE \$45.00 (\$70 if received after April 5, 2024) (Enter \$45 or \$70) \$ _____

(There is no registration fee for non-member spouse/guest)

CONVENTION BANQUET

Invitation only for 24-25 ER, State officers, State Committee Chair, PSP, PSTC, DD, DD-Elect, DL, Out-of-State Guests

Thursday, April 25. No Host Cocktails 6:30 to 7pm. Dinner at 7:00pm. Seaside Convention Center.

Cost \$38.00. **Choose one for member and spouse (if applicable)**

Pork Tenderloin Medallions ___ Meat Lasagna ___ Vegetarian Lasagna ___ (\$38.00/meal) \$ _____

MEET & GREET FOR SPOUSES (Must register to attend!)

I plan on attending the Meet & Greet on Friday, April 26, 8 am in the Lodge Hall (Enter \$10) \$ _____

Name: _____

EXALTED RULER BREAKFAST (ER ONLY ~ MANDATORY)

Friday, April 26 ~ 6:30am ~ Seaside Lodge #1748 Cost is \$14.00 (Enter \$14.00) \$ _____

PSP Luncheon – Friday, April 26, 11am - Lodge (Enter \$12) \$ _____

PSP Dinner – Friday, April 26, 6:30-8:30 pm, lodge, Spouse _____ (Enter \$25/meal) \$ _____

Ribs _____ Chicken _____

PSTC Dinner - Friday, April 26, 6:30-8:30 pm, lodge, Spouse _____ (Enter \$25/meal) \$ _____

Ribs _____ Chicken _____

I have attached a check covering the cost of my meals \$ _____

I have included my registration fee of \$45 (if lodge doesn't cover this) \$ _____

Total enclosed \$ _____

For office use only: Entered _____ Date _____ Check rec'd: _____