



## OREGON STATE ELKS ASSOCIATION

6950 SW Hampton St., Ste 232, Portland, OR 97223 503.716.8668 Fax 503.747.4173  
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August 17, 2017

TO: All Oregon Elks Lodges, Attention Lodge Secretary

FROM: Rich Evans, Chairman 2017 Fall Officers Training Seminar

SUBJECT: 2017 FALL OFFICERS TRAINING SEMINAR

Please pass this on to all concerned!!!

The 2017 Fall Seminar of the Oregon State Elks Association will be held on October 26<sup>th</sup>, 27<sup>th</sup> and 28<sup>th</sup> at the Hood River Lodge #1507 and will be conducted by the Oregon State Elks Association.

The enclosed registration form should be reproduced for each attendee from your Lodge. Registration will be **\$30.00 per member** and should be made by October 11, 2017. Return all registration forms to the Oregon State Elks Association, 6950 SW Hampton St., Ste 232, Portland, OR 97223. Attending spouses who are members of a lodge are required to pay full registration. (See attached form for details). Make checks payable to the Oregon State Elks Association. There is no registration charge for visitors if they are not members of the Order.

**Payment for the Leading Knights & Spouses Banquet should accompany the separate banquet reservation form below and be sent to Hood River Lodge #1507, PO Box 26, Hood River, OR 97031. Payment is to be made to Hood River Elks Lodge #1507.**

Rooms have been set aside at the Best Western Hood River Inn, Comfort Suites and the Westcliff Lodge. Everyone is responsible for making their own reservations and payment directly with the hotel. I would suggest this be done as early as possible. Let them know you are with the Elks when making your reservation. Rooms with Elk rates will be held until September 25.

Request for refunds for a canceled seminar registration must be made in writing to the Oregon State Elks Association and received within fifteen days after the seminar which is November 13, 2017.

Information on how to order your green jacket will be given to each Leading Knight at the seminar (I have one 56L for \$50). Pictures of the Leading Knights for the 2018 Directory will be sent electronically with the directory information in February.

All sessions and workshops will be held at the Hood River Lodge #1507. Both sessions, Friday and Saturday, will begin at 8:00 am.

**ATTENTION LODGE SECRETARY: THESE ARE YOUR RESPONSIBILITIES!!!**

1. Complete one copy of the attached registration form for **EACH ATTENDEE** from your Lodge. **If a spouse is attending and is a member, an additional \$30.00 registration fee is required with a separate form.**
2. Indicate whether they are a State Officer, State Committeeman, Past State President, Lodge Officer, member or visitor. **All categories, except Visitor, are subject to the full registration fee.**
3. The Esteemed Leading Knight & Spouse cocktail hour and banquet will be held on Friday, October 27 starting at 6:00 pm at the Hood River Lodge and is by **invitation ONLY**. All Leading Knights and State Officers will receive a separate invitation. Cost **per person is \$27.00**. You will have a choice of Prime Rib, Thai Peanut Curry Sauce Chicken Breast or a Vegetarian entrée (on request). A gratuity is included in the price. **The reservation and payment for this banquet should be sent to Hood River Lodge. Do not send it to the state office!**
4. **Send only registration money to the OSEA office in Portland. All banquet reservations and money **MUST** be sent to Hood River Lodge with a separate check.**

**Registrations received after October 11, 2017 will be subject to a late registration surcharge of \$5.00.** This fee has been established to encourage accurate information and timely enrollment. Early enrollment is needed for planning purposes.

5. All information **MUST BE COMPLETE!** Unfinished, incomplete, past due or forms received without proper fees will be returned to the Lodge Secretary. Please check with your officers to see who is actually going and register only them in order to reduce refunds later.
6. The \$5 surcharge will apply if we must return a form for correction and it is past due upon final receipt by the state office or Hood River Lodge.
7. Request for refunds for **registration fees** must be made in writing to the Oregon State Elks Association and received within **fifteen (15) days** after the seminar date: **by November 13, 2017.**
8. Hotel lodging reservations are the responsibility of the individual member. The state **will not** be making reservations for those attending the Fall Seminar (except for State Officers). Be sure to let them know you are with the Elks!!

Hotels in the area with Elk rates are:

Best Western Hood River Inn, 1108 E. Marina Way, 1.800.828.7873

Comfort Suites, 2625 Cascade Ave., 541.308.1000

Westcliff Lodge, 4070 Westcliff Drive, 541.386.2992

**REGISTRATION FORM  
2017 FALL OFFICERS TRAINING SEMINAR**

**COMPLETE THIS FORM FOR EACH MEMBER ATTENDEE**

**REGISTRATION IS \$30 PER MEMBER BEFORE October 11, 2017, \$35 AFTER THAT DATE**

**LODGE/STATE TITLE (CHECK ONE ONLY)**

State Officer: \_\_\_\_\_ State Committeeman: \_\_\_\_\_ Past State President: \_\_\_\_\_

Lodge Officer: Position \_\_\_\_\_ Spouse (member) \_\_\_\_\_

Visitor/Non-Member spouse \_\_\_\_\_

**REGISTRATION INFORMATION**

Member name: \_\_\_\_\_ Spouse: \_\_\_\_\_

Is spouse a member? Yes \_\_\_ No \_\_\_. Is she/he attending? Yes \_\_\_ No \_\_\_ (**if Yes to both**, fill out separate form)

Address: \_\_\_\_\_

Number and Street

City/State

ZIP

Phone: Home \_\_\_\_\_ Cell \_\_\_\_\_

Email address: \_\_\_\_\_

Lodge Name: \_\_\_\_\_

Lodge No. \_\_\_\_\_

**Registration fee due: \$ \_\_\_\_\_**

<b>TOTAL AMOUNT REMITTED</b>	<b>\$</b>	<b><i>Paid by? Self</i></b>	<b><i>Lodge</i></b>
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***NOTE: REGISTRATION REQUEST MUST BE IN NO LATER THAT October 11, 2017.***

***Make payment for REGISTRATION ONLY (this page only) to OSEA.***

***Send registration form and payment to:***

**Oregon State Elks Association  
6950 SW Hampton St., Ste 232  
Portland, OR 97223**



~~ REGISTRATION FOR LEADING KNIGHT & SPOUSE BANQUET ~~  
FRIDAY, OCTOBER 27, 2017

MAIL FORM WITH PAYMENT TO:

HOOD RIVER LODGE #1507  
PO Box 26  
Hood River, OR 97031  
Attn: Registration Committee Chairman

LEADING KNIGHT & SPOUSE BANQUET

BY INVITATION ONLY!

*For all Leading Knights, State officers and spouses/dates*

**\$27.00 per person.**

Payment to Hood River Elks must be made in advance with this form.

Name: \_\_\_\_\_ Lodge: \_\_\_\_\_

Phone: \_\_\_\_\_

Number in Party \_\_\_\_\_

Choice of entrée: Prime Rib: \_\_\_\_\_ Thai Peanut Curry Sauce Chicken Breast: \_\_\_\_\_ Vegetarian: \_\_\_\_\_

1. Prime Rib with red potatoes, vegetable, salad, bread and dessert
2. Thai Peanut Curry Chicken Breast with red potatoes, vegetable, salad, and dessert
3. Vegetarian upon request

**Dress: Business attire/dressy!!**

**Total dinner fees due: \$ \_\_\_\_\_**

**\*\*\*\*Payment for this page only should be made to Hood River Elks #1507\*\*\*\***

Banquet reservations **need to be received** by Hood River Lodge **no later than October 13, 2017.**  
Lodge phone number is 541.386.1507

