

## ATTENTION LODGE SECRETARY



### IMPORTANT INFORMATION REGARDING THE 2024 SUMMER CONVENTION

1. All registration can be done online – either by the individual or by the lodge secretary. Registration and info can be found on our state website (waelks.org) in the Calendar section (June 12-16).
2. If you, the lodge secretary, is registering for the officers of the lodge, you can do this by clicking the option “I’m a lodge secretary registering someone else”. **NOTE: All online registrations must be completed by April 30<sup>th</sup>, and postal mailed registrations post marked by April 30<sup>th</sup> to avoid the late registration price of \$75.**
  - The entire registration packet with all the information is available for download on the website. You can also fill out the registration form by hand and mail it to the state office, postmarked by April 30, 2024 to avoid the late registration price of \$75. **Registering online is the only way to pay by Credit Card.**
  - If the lodge is paying the registration fees on one check, collect all additional money from the registrant for anything the lodge is not covering and include this within the check written to the state association from the lodge.
  - **The registration fee is \$60 per member if registered before April 30<sup>th</sup> online ( or postmarked by April 30<sup>th</sup> for postal mailed registrations), \$75 per member after that date. Non-Member guests/spouses are \$20 each.**
3. **NOTE: The following instructions are specific to lodge secretaries registering their entire delegation.**
  - You will need to complete the form for each officer you are registering. Be sure to click on “**I’m a lodge secretary registering someone else**” for each one.
  - Once you have the online form, you will need to select how you are paying for the registration.
    - If you want to pay online, please click “pay online”. Recognize this will incur a 3% service charge.
    - If you want to pay via check, please click “pay by check” and the registration form will be emailed to you after clicking submit. Print off the form and include it with a check to the Washington State Elks Association. Mail to: PO Box 110760, Tacoma, WA 98411-0760
4. Request for refunds for registration fees must be made in writing to: WSEA State Office, PO Box 110760, Tacoma, WA 98411-0760, prior to May 24<sup>th</sup>, 2024

**WASHINGTON STATE ELKS SUMMER CONVENTION JUNE 12 ~ JUNE 16, 2024**

**LOCATION: Red Lion Hotel, Pasco, Washington**

**Need Help? Contact WSEA Convention Registry Team at [wastateelks@gmail.com](mailto:wastateelks@gmail.com)**

**Or contact the State Office**