

# **District Convention**

## **Information for Host Company**



### **District Conventions Description**

1. District conventions are held once a year as a business meeting for company officers to make an accounting of the financial, statistical, and activity data from the last DUP fiscal year as well as present future plans.
2. District conventions may include one or more companies within a geographical area.
3. During odd numbered years, this convention provides the forum for the installation by an ISDUP representative of newly-elected company officers.
4. District Conventions are a vehicle for the ISDUP representative to communicate with and provide training for the company and camp officers.

### **Host Company President Responsibilities for District Convention – Checklist**

- Simplify!
- Follow the District Convention Meeting Outline which will greatly assist you in your preparations.
- Communicate and coordinate with all company presidents involved in your district convention and your regional representative if applicable.
- Share topics of concern and training issues when contacted by the ISDUP representative. ISDUP will communicate by email or telephone as quickly as possible which representative will be attending your district convention.

#### **Summary of documents each company utilizes in the district convention:**

- District Convention: Company President's Update* (**submit to ISDUP representative**)
- District Convention: Company Treasurer's Update* (keep in company)
- District Convention: Satellite Museum Update*, if applicable (keep in company)
- District Convention: Roll Call Worksheet* (keep in company)

All documents are found at: [ISDUP.org](http://ISDUP.org) → Forms Tab → District Convention.

There is a DUP Company Event Checklist on the ISDUP website that may be helpful in planning your event. Keep in mind that not all items on the checklist will apply to every event. This document is found at: [ISDUP.org](http://ISDUP.org) → Forms Tab → Other Forms.