

ATTACHMENT 1

CHAPTER PRIMARY DELEGATE FORM

Complete all requested information for your **primary** delegates. The number of primary delegates listed on this form should not exceed the authorized delegate strength for your chapter. Submit form by **FRIDAY, August 11th** to **Honorable Trek Powell** at ndacredentialschair@gmail.com and **Pinkie Mason** at pinkie.mason@att.net.

REGION # _____ **CHAPTER NAME** _____

****ALL FIELDS ARE REQUIRED TO BE COMPLETED. ENSURE PROPER SPELLING OF NAMES.**

Primary Delegate Name(s)	Membership #	Email Address	Phone Number

Chapter President _____
Signature

President's E-Mail Address _____

President's Phone Number _____

ATTACHMENT 2

CHAPTER ALTERNATE DELEGATE FORM

Complete all requested information for your **alternate** delegates. While there is no limit on the number of alternates, we do recommend only submitting the names of members who plan to attend. Submit form by **FRIDAY, August 11th** to Honorable Trek Powell at ndacredentialschair@gmail.com and Pinkie Mason at pinkie.mason@att.net.

REGION # _____ CHAPTER NAME _____

****ALL FIELDS ARE REQUIRED TO BE COMPLETED. ENSURE PROPER SPELLING OF NAMES.**

Alternate Delegate Name(s)	Membership #	Email Address	Phone Number

Chapter President _____
Signature

President's E-Mail Address _____

President's Phone Number _____

ATTACHMENT 3

CHAPTER APPOINTEE FORM

Chapter Presidents if you are unable to attend the Delegates Assembly, submit the name of an appointee who will have authority to make changes or address any concerns on your behalf. If this form is not on file, changes can't be made by anyone other than the chapter president. ***No exceptions**

Submit form by **FRIDAY, August 11th** to **Honorable Trek Powell** at ndacredentialschair@gmail.com and **Pinkie Mason** at pinkie.mason@att.net.

REGION # _____ CHAPTER NAME _____

Chapter President _____
(Typed Name)

President's Signature _____

President's e-mail address _____

President's Home Telephone Number _____

President's Office Telephone Number _____

President's Other Telephone Number _____

Chapter Appointee _____
(Typed Name)

Appointee's Signature _____

Appointee's e-mail address _____

Appointee's Home Telephone Number _____

Appointee's Office Telephone Number _____

Appointee's Other Telephone Number _____

ATTACHMENT 4



2023 BIG National Credentials Schedule

Date	Time (CST)	Location	Topics
Friday, August 25	9am – 6 pm	Gaylord National Resort & Convention Center Maryland Room #6	Credentials Team Setup: Assembly of Delegate Bags and Badges
Saturday, August 26	9am – 6pm	Gaylord National Resort & Convention Center Maryland Room #6	Registration of Delegates Problem resolution: Chapter Presidents or Appointee can make revisions or address concerns.
Sunday, August 27	7am - until	Gaylord National Resort & Convention Center Maryland Room #6	Registration of Delegates Problem resolution: Chapter Presidents or Appointee can make revisions or address concerns.

SPECIAL INSTRUCTIONS FOR DELEGATES

- 1.) **Picture ID Required** (i.e., driver’s license, military ID, state ID or passport) to be credentialed. “NO” exceptions to this rule.
- 2.) **Lost Badge or Packet** – Delegate must request replacement from the Delegates Assembly floor.
- 3.) **Call for Credentials Report** – Registration of delegates will be halted when chair of assembly calls for credentials report. Process will resume once the credentials team has finalized the report. This allows for an accurate count of primary delegates registered.

~~4.)~~ **Primary/Alternate Delegate Changes** - Changes to a delegate status can be made by submitting a revised primary/alternate form prior to the deadline date to the chair. After the deadline, changes can be made on-site from the chapter president or appointee by completing a “change request form”. Change request forms can only be authorized by the Credentials Chair or Co-Chair.

~~4.)~~**5.) Accuracy of Names** - Verify spelling of delegate names submitted is accurate, specifically hyphenated names or name changes. If a name is not listed exactly as the National Membership roster, your delegate will **NOT** be certified until verification of name is confirmed. Accuracy of names will minimize the reprinting of badges.

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