

2009 Annual Convention
“Camaraderie South West Style”

The amenities will entice you, the value will convince you.

The Chaparral Suites Resort located in the heart of Scottsdale, is only minutes from the best that Scottsdale has to offer, Fashion Square Mall, which is very upscale, Native American and Southwestern curio shops, art galleries and casinos.

Executive Board Meeting 19 Aug
Board of Directors Meeting 20 Aug
Convention 21 Aug – 23 Aug

Location: Chaparral Suites Resort
5001 N Scottsdale Rd.
Scottsdale, AZ 85250
www.chaparralsuites.com

Reservations: 1-800-528-1456

Reservation Code: 6152

Please be sure to call this number when making your reservation and refer to Women's Army Corps Veterans' Association (hereafter referred to as *WACVETS*) to secure this special rate.

Check-in time is 3:00 PM. Check-out time is 12:00 Noon.

Standard Suite Rates: 1 or 2 persons: \$99.00 (with tax: **\$110.80**); 3 persons: \$109.00 (with tax: **\$121.99**); 4 persons: \$119.00 (with tax: **\$133.18**).

VIP1 (1 bedroom) rate of \$169.00 (with tax: **\$189.14**) or VIP2 (2 bedrooms) Suites: rate of \$199.00 (with tax: **\$222.72**) single/double occupancy. There is a limited quantity of these upgraded suites so reservations are based on a first come first serve basis.

Group rates are effective seven (3) days before and seven (3) days after contracted dates, subject to availability.

Complimentary signature amenities include a cooked-to-order breakfast daily and nightly two hour reception that includes beer, wine, well drinks, and sodas, both offered in our Clubhouse. They also offer complimentary individual airport transportation.

Each suite has a private bedroom and spacious living room. Every suite features many extras such as two vanities, hair dryer, iron/ironing board, 2 remote controlled TV's, microwave oven, refrigerator, voice messaging, complimentary high speed internet access, in-room movies, and coffee makers.

Step directly from your suite into the Arizona sunshine, in surroundings of cool fountains, lush vegetation and sparkling pools. Without leaving the grounds, you can play tennis, swim in one of the two oversized pools, and enjoy a whirlpool or workout in the fitness center.

On site services include a 24 hour business center, laundry, valet, concierge, poolside service and room service. A car rental desk and Gift Shop are located in the lobby. Tempt your palate with American or Continental cuisine in the onsite restaurant. We will arrange for a shuttle to Casino Arizona which is approx two miles from the Resort.

2009 Annual Convention Hotel Reservations Online

Below are the instructions for booking online. Please contact me with any questions at tstreet@chaparralsuites.com.

Making group reservations online:

- Access www.chaparralsuites.com
- Access Reservations/Packages button on main menu
- Click on Reservation box
- On left side, fill in required fields: arrival, departure, etc.
- On right side, in blue, you will see Group/Event ID
- Type **6152** in this box
- This accesses the group block and allows the guests to complete their group reservation by following the steps from screen to screen.

Furthermore, you can view the reservations made online by following these steps:

- Access Make Reservation screen
- Enter arrival and departure date (enter dates several days prior and several days after the block)
- Enter the Group/Event ID: **6152**
- At bottom of screen click on Begin Search
- This brings you to the 2nd page of the reservation screen
- At the bottom of this screen you will see **Attendee List**, in black letters, with a blank box.
- In the box type **wo3860** (case sensitive)

This will allow you to view a list of those who have made their reservation through the website. This will not show, however, any reservations made directly with the hotel. I will have the complete list and night by night pickup. I will begin faxing this to you periodically. I hope this covers everything. I look forward to working with you. Have a wonderful day!

Tokey Street
Reservation Manger
Chaparral Suites Resort

WACVA 2009 Convention Committees

Staff:

| | |
|--------------------|--------------------|
| Chairperson: | Eldora Engebretson |
| Vice-Chairpersons: | Gabe Forsberg |
| Treasurer: | Mae Bertram |
| Secretary: | Beverly Brown |
| Registration: | Michelle Howard |
| Credentials: | Beverly Brown |

Committees:

| | |
|---|--------------|
| Convention Book: (Advertisements, Agenda, Rules of Convention, etc.) | Shirley Vega |
| Emergency Aid | Judy Hatch |

The 2009 Annual Convention Resolution Chairperson is:

You will need to get this from Lisa

name
address
address

phone

Please have all resolutions submitted by 30 Apr 2009

Women's Army Corps Veterans Association Inter Organizational Memorandum

FROM: Chapter (Name & No.) _____ Date: _____

TO: 2009 Convention Registration Chairperson Michelle Howard
12478 N. 90th Place
Box W
Scottsdale, AZ 85260-5032

CC: 2009 Convention Credentials Chairperson Beverly Brown
15933 W Silver Breeze Dr.
Surprise, AZ 85374-5039

National Treasurer Suzanne LaRocca CPA
580 Aderholt Mill Road.
Jacksonville, AL 36265

National Corresponding Secretary Terry Lee Scott
18002 Richmond Place Dr, Apt 3422
Tampa, FL 33647

SUBJECT: Chapter Delegates to Annual Convention

Delegates to Annual Convention

Name of Chapter President (for current year ending 30 June): _____

Chapter President **WILL:** _____ **WILL NOT:** _____ attend in her capacity as a National Officer or Standing Committee Chairperson. If the Chapter President will not attend the convention, or will be attending in her capacity as a National Officer or Standing Committee Chairperson, the following **Chapter member is named as Chapter President Representative:**

CHAPTER DELEGATES

CHAPTER ALTERNATES

- | | |
|-----------|-----------|
| 1. _____ | 1. _____ |
| 2. _____ | 2. _____ |
| 3. _____ | 3. _____ |
| 4. _____ | 4. _____ |
| 5. _____ | 5. _____ |
| 6. _____ | 6. _____ |
| 7. _____ | 7. _____ |
| 8. _____ | 8. _____ |
| 9. _____ | 9. _____ |
| 10. _____ | 10. _____ |

***Note: INDICATE IF THE DELEGATE OR ALTERNATE IS TO HAVE A PROXY VOTE.
Remember the cost of each proxy vote is \$8.00**

Signed Chapter President or Secretary (specify which): _____

Women's Army Corps Veterans Association Inter Organizational Memorandum

FROM: Name of Delegate: _____ Date: _____
Chapter Name: _____ Number: _____

TO: 2009 Convention Registration Chairperson Michelle Howard
12478 N. 90th Place
Box W
Scottsdale, AZ 85260-5032

CC: 2009 Convention Credentials Chairperson Beverly Brown
15933 W, Silver Breeze Dr.
Surprise, AZ 85374-5039

National Treasurer Suzanne LaRocca CPA
373 Avery Dr.
McClellan, AL 36205 National Treasurer Suzanne LaRocca CPA
580 Aderholt Mill Road.
Jacksonville, AL 36265

National Corresponding Secretary Terry Lee Scott
18002 Richmond Place Dr, Apt 3422
Tampa, FL 33647

SUBJECT: Proxy Authorization

Proxy

Please be advised that: _____ Delegate
(Name of person **NOT** attending convention)

From Chapter Name: _____ Number: _____

In City: _____ State _____

at the Annual Convention of the Women's Army Corps Veterans Association scheduled to be held at the Chaparral Suites Resort in: Scottsdale, AZ hereby appoint the following as my Proxy, to vote and act in my name at all meetings and on all matters where authorized by the National Bylaws, with the same effect as if I were personally present.

Appointed member holding Proxy: _____
(Name of person attending convention)

Proxy Holder will be attending the convention as a:

Chapter Delegate: _____

Chapter President or her Representative: _____

National Officer or National Standing Committee Chairperson from my Chapter: _____

I hereby revoke any Proxy or Proxies heretofore given by me to any person.

Signed: _____ Date: _____

WACVA 2009 Convention Guest Registration Form

Honorary Member if Attending

Name: _____ Name of WACVA Member: _____

Guest's Address: _____
Street City State & Zip

Email address: _____ Phone No. _____

Honorary Member: _____

Meals will be attended: Fri: _____ Sat: _____ Sun: _____

Mother of Member if Attending

Name: _____ Name of WACVA Member: _____

Guest's Address: _____
Street City State & Zip

Mother: _____

Meals will be attended: Fri: _____ Sat: _____ Sun: _____

Daughter of Member if Attending

Name: _____ Name of WACVA Member: _____

Guest's Address: _____
Street City State & Zip

Daughter: _____

Meals will be attended: Fri: _____ Sat: _____ Sun: _____

Guest of Member Attending

Name: _____ Name of WACVA Member: _____

Guest's Address: _____
Street City State & Zip

Meals will be attended: Fri: _____ Sat: _____ Sun: _____

Guest of Member Attending

Name: _____ Name of WACVA Member: _____

Guest's Address: _____
Street City State & Zip

Meals will be attended: Fri: _____ Sat: _____ Sun: _____

Be sure to include meal selections and payment for your guests with your registration.

There is no registration fee for Honorary Members, or Guests.

WACVA 2009 Convention Social Reservations Form

Name: _____

Check only one plus visitor: Chapter #: _____ MAL: _____

Visitor: _____ Visitors name(s): _____

| | <u>Qty.</u> | <u>Total</u> |
|---|------------------------|--------------|
| Company Party (Fri. Evening 21 Aug) | | |
| Asiago Crusted Breast of Chicken (\$43.00) | _____ | \$ _____ |
| French style Center Cut Pork Chop (\$47.00) | _____ | \$ _____ |
| *Chef's Choice Vegetarian (\$45.00) | _____ | \$ _____ |
| Pallas Athene Luncheon Sat. 22 Aug | | |
| Pasta Primavera (\$29.00) | _____ | \$ _____ |
| Grilled London Broil (\$32.00) | _____ | \$ _____ |
| *Chef's Choice Vegetarian (\$30.00) | _____ | \$ _____ |
| President's Luncheon Sun 23 Aug | | |
| Croissant Club Sandwich (\$25.00) | _____ | \$ _____ |
| Grilled Chicken Salad (\$26.00) | _____ | \$ _____ |
| *Chef's Choice Vegetarian (\$26.00) | _____ | \$ _____ |
| Registration Fee must be paid by all members attending | \$15.00 | \$ _____ |
| PROXY vote for Chapter member (if you carry a proxy) | each at \$10.00 | \$ _____ |
| Date forwarded: _____ | Total Enclosed: | \$ _____ |

**Chef's Choice includes meals for Vegetarian and those with dietary restrictions*

Make checks for total amount payable to: "WACVA 2009 CONVENTION FUND"

Mail check with Registration Form, Social Events Form and Emergency Information Form to:
 2009 Convention Registration Chairperson Michelle Howard
 12478 N. 90th Place
 Scottsdale, AZ 85260-5032

Registration Checklist Have you prepared and included:

- _____ Registration Form
- _____ Social Reservation Form (including guests if applicable)
- _____ Proxy Authorization Memorandum (if applicable)
- _____ Emergency Information Form (including forms for guests if applicable)
- _____ Check for total due

On Thursday 20 Aug Chaparral Suites Resort will offer the following menu for lunch. For the convenience of those attending the Board of Directors meeting they will set up a food service and tables just outside the meeting area where you will be able to purchase the following items.

Cash Sales Menu

Assorted Sandwiches @ \$5.00 each:
To include turkey, ham
And vegetarian sandwiches

Assorted Pizza Slices @ \$2.50 per slice:
To include pepperoni, vegetarian
And cheese pizza

Individual Garden Salads @ \$2.50 each

Individual Marinated Pasta Salad @ \$2.50 each

Individual Bags of Potato Chips @ \$1.50 each

Fresh Whole Fruit @ \$1.75 each

Cookies & Brownies @ \$1.50 each

Assorted Soft Drinks @ \$3.00 each

Bottled Water @ \$3.50 each

Assorted Bottled Juices @ \$4.00 each

PACKAGES:

Sandwich Packages @ \$9.50 each
To include: choice of sandwich, side and beverage

Pizza Package @ \$7.50 each
To include: choice of pizza slice, side and beverage

Salad Package @ \$7.50 each
To include: salad, side and beverage

Note: All prices are inclusive of tax and gratuity

WACVA Emergency Information Form

Member's Name: _____ Chapter Number or MAL: _____

IN CASE OF EMERGENCY NOTIFY:

Primary contact

Name: _____ Relationship: _____
Phone Number _____

Address: _____
Street City State & Zip

If unable to contact person above, please give name, phone number, address and relationship of an alternate contact.

Alternate contact

Name: _____ Relationship: _____
Phone Number _____

Address: _____
Street City State & Zip

Are you allergic to any medications? YES: _____ NO: _____

If yes please specify: _____

If you have any medical problems that we should be aware of in case of emergency, please indicate here:

Asthmatic: _____ Allergies including food: _____

Diabetic: _____ Other: _____

WACVA Guest Emergency Information Form (please make additional copies if necessary)

Guest's Name: _____ Guest of: _____

IN CASE OF EMERGENCY NOTIFY:

Primary contact

Name: _____ Relationship: _____
Phone Number _____

Address: _____
Street City State & Zip

If unable to contact person above, please give name, phone number, address and relationship of an alternate contact.

Alternate contact

Name: _____ Relationship: _____
Phone Number _____

Address: _____
Street City State & Zip

Are you allergic to any medications? YES: _____ NO: _____

If yes please specify: _____

If you have any medical problems that we should be aware of in case of emergency, please indicate here:

Asthmatic: _____ Allergies including food: _____

Diabetic: _____ Other: _____

WACVA 2009 Convention Advertising Order Form

Please make SEPARATE check for your black and white ad payable to WACVA 2009 CONVENTION FUND. Send to:

Shirley Vega
783 S. Lona Place
Chandler, AZ 85226

Deadline is 30 Jun 2009

Check in space provided for desired size of advertisement.

A. Large Ads for chapters, business, or individuals:

_____ Full Page (\$100)

[4 7/8" W X 8" H]

_____ Half Page (\$50)

[4 7/8" W X 3 7/8" H]

B. For chapters, business:

_____ Quarter Page Vertical (\$25)

_____ Quarter Page Horizontal (\$25)

C. For individuals only:

_____ E-Mail Address (\$5)

_____ Personal Business Card (\$15)

Copy to read (or attach separate sheet containing text or artwork)

Submitting Chapter's Number _____ or name of individual _____

Address of Chapter or individual submitting:

Address: _____
Street City State & Zip

WACVA 2009 Convention Committees

Staff:

Chairperson: Eldora Engebretson
Vice-Chairpersons: A. Lea Seago
Treasurer: Mae Bertram
Secretary: Beverly Brown
Registration: Beverly Brown & Michelle Howard
Credentials: Beverly Brown
Actual Registration & Credentials Co Chairs are Bev Brown & Michelle Howard

Committees:

Convention Book: Shirley Vega
(Advertisements, Agenda, Rules of Convention, etc.)
Ditty Bags: Chapter
Emergency Aid
Hospitality Room: Lynn & Jackie Pat Hallett & Anna Marie Thomas
Publicity:
Raffle: Gena Wilson
Table Assignments: A. Lea Seago & Joanne Engelbretson
Table Favors & Decorations: Beverly Gusler & Rose Mary Lloyd
Tours: Sue Wudy & Judy Coyle