



2016 Ninth Congressional District Republican Convention

April 9, 2016 – Wytheville, Virginia

Unit Chair Convention Certification Instructions

February 6, 2016

Dear Unit Chairs,

Pursuant to the Call of the 2016 Ninth Congressional District Republican Convention, each unit must certify the delegates and alternate delegates elected by the unit to the District Convention. **THIS COMPLETED CERTIFICATION MUST BE RECEIVED BY 11:59PM ON MARCH 31, 2016. POSTMARKS DO NOT GOVERN.**

The two methods provided for certification in the call are outlined below.

Method 1 (Electronic)

- 1) Visit <http://convention.va9gop.org> and download the following forms:
 - i. Unit Certification Form (PDF or Word formats available)
 - ii. Unit Certification Roster (Excel format)These forms will also be emailed to all District Committee members on February 6, 2016.
- 2) Complete ALL the required information on both documents.
- 3) Attach the completed documents to an email and send to 2016convention@va9gop.org
Please make sure that your Unit Certification Roster is sent in Excel format (.xls or .xlsx file extension)
- 4) The District Chairman and District Secretary will receive your submission. An acknowledgement of receipt will be provided within 24 hours. No further certification action is required.

Method 2 (Mail or Personal Delivery)

- 1) Visit <http://convention.va9gop.org> and download the following forms:
 - i. Unit Certification Form (PDF or Word formats available)
 - ii. Unit Certification Roster (Excel format)These forms will also be emailed to all District Committee members on February 6, 2016.
- 2) Complete ALL the required information on both documents.

- 3) Make three identical copies of all information to be submitted. Mail or deliver the certification copies as follows:
 - a. Copy 1-District Chairman: Adam Tolbert, 776 Allison Gap Road, Saltville, VA 24370
 - b. Copy 2-District Secretary: Jacob Holmes, 723 Prospect Avenue, Bristol, VA 24201
 - c. Copy 3-Keep a copy for the unit's permanent records
- 4) If possible, it is requested that an electronic copy of the Unit Certification Roster (Excel format) also be emailed to **2016convention@va9gop.org** to expedite the data entry process for the convention.
- 5) The District Chairman and District Secretary will receive your submission. An acknowledgement of receipt will be provided via email within 24 hours of receipt if an email address for the unit is available.

REMINDER: REGARDLESS OF THE METHOD SELECTED EACH COMPLETED CERTIFICATION MUST BE RECEIVED BY 11:59PM ON MARCH 31, 2016. POSTMARKS DO NOT GOVERN.

Voluntary Registration Fees Received by Units

Units should forward any voluntary registration fees received from delegates and alternate delegates to the Ninth Congressional District as soon as possible after the mass meeting, canvass, or unit convention.

Please send checks, along with a listing of the names of the delegates or alternate delegates remitting the voluntary registration fee, to:

Sam Crockett
Treasurer, Ninth Congressional District Republican Committee
875 N. 10th Street
Wytheville, VA 24382

While voluntary registration fees will be accepted at the Convention, it is imperative that we have sufficient funding ahead of time to make arrangements for the Convention.

Should you have any questions on this process, please don't hesitate to contact me at atolbert@va9gop.org or by phone at 276-496-5246. I appreciate all that you do for our Republican Party!

Sincerely,

Adam L. Tolbert

Chairman
Ninth Congressional District Republican Committee