

**CALIFORNIA STATE FEDERATION OF CHAPTERS  
GUIDELINE 16 (H)  
PREPARATION AND MANAGEMENT OF FEDERATION CONVENTIONS**

**SAMPLE LETTER FOR CHAPTER SHARES OF CONVENTION PROFIT  
CHAPTER 3 APPENDIX H**

Chapter(s) and/or District(s) [Number] will host the biennial Convention on [date] in [location]. The Convention Host Committee has been formed, and we are currently meeting on a [frequency] basis.

We have already incurred some expenses and have temporarily borne them out of pocket until financing can be obtained. A \$1,000 loan has been requested and approved from the Federation. Since the convention preparation is a two year job, we will continue to incur expenses right through [date of convention]. We cannot expect to receive much income until well after the Convention Call goes out in December [year].

Income and profit can be anticipated from the registration fee, Convention Ways and Means, Program Book Booster Lists and Advertising. Thus, the Convention Host Committee is offering the chapters of District [number] to have the opportunity to “share” in the preliminary financing of the convention, in order to obtain a “share” of the profits from the convention.

We have developed a plan to accomplish this as follows: the largest chapters are requested to provide a share of [amount]; while the smaller chapters are requested to provide a share of [amount]. All payments should be sent to the Convention Host Committee Treasurer [name, address]; and your cancelled check will be your receipt

After payment of all expenses, including the \$1,000 Federation loan, profits will be distributed as follows: 15% to the Federation, 40% to the shareholding chapters based on the dollar value of their shares to the total purchased; and 45% to each chapter whose members have worked on the Convention Host Committee based on the percentage of hours contributed to total hours worked, or based on the percentage of working members for each chapter.

To the extent possible, all District [number] chapters are requested to participate. Should you have any questions or comments about this letter, the Convention Host Committee, or the operating methods of the Convention Host Committee, please feel free to contact me.

Remember, a successful convention depends on all of us!

Sincerely,

[Name]  
Chair, Convention Host Committee

Copy to:  
Federation President  
Federation DVP [number]