



Young Woman Representative Application Process

Excerpt from the LWML IED Convention Planning Guide.

1.2.4.1 Member Development Committee

1. Collect Young Woman Representative (YWR) convention reservation form and payment. Once all YWR information is collected, send to Convention Registrar.
2. Make YWR hotel reservations and roommate assignments
 - a. The amount for the YWR portion of the room will be billed to her sponsoring zone. Room rate is based on two per room unless their zone elects to pay the extra amount for a single room.
 - b. Zone Treasurers should send payment for the YWR's hotel room to the LWML IED Financial Secretary or other designee that is securing payment of the room.

Application process:

_____ Check YWR section in Zone bylaws

_____ Distribute application forms to interested women (forms found at IED LWML website).

_____ Have all application forms due to designated zone officer by **April 5, 2022**.

_____ **By April 10, contact Martha Hartwig: marthalwml@gmail.com or by phone: 319-540-5419 so we can reserve rooms based on anticipated counts.**

_____ Select representative(s) according to zone bylaws.

_____ Complete registration form for each YWR at zone gathering or as soon as possible after. Timely response here will keep the early registration rate even if your zone meets after May 1, 2022.

_____ Room rates are \$133.28 (includes taxes) per room per night or \$66.64 for half a room.

_____ Zone Treasurer should write the check for housing to *IED LWML*.

_____ As arranged through phone/email contact, mail the following to:

Martha Hartwig
455 Mary Jo Ave.
Robins, IA 52328

- Application form(s)
- Convention Registration form(s).
- Check for registration(s) made out to *LWML IED Convention*.
- Convention housing information (name(s) and number of people per room).
- Check for housing made out to *IED LWML*.

Additional information:

There will be YWR orientation before convention on Friday.

YWRs will sit together during convention.

YWRs will be introduced to convention assembly Saturday morning.

YWRs will lead opening devotion Saturday.

Member Development Committee member(s) will contact YWRs well before convention. We are excited about this opportunity!!