



AMERICAN LEGION AUXILIARY
DEPARTMENT OF FLORIDA, INC.

CALL

for

ONE HUNDRED AND FIRST ANNUAL DEPARTMENT CONVENTION

The One Hundred and First Annual Convention of the American Legion Auxiliary, Department of Florida Inc. is hereby called in conformity with Article VI of the Department Constitution, which provides that it be held annually. The Convention will be held at Hilton Orlando Lake Buena Vista 1751 Hotel Plaza Blvd Lake Buena Vista, FL 32830.

PURPOSE

The Annual Department Convention is called for the purpose of electing officers for the ensuing year, amending the Department Constitution and Bylaws, receiving reports of Department Officers and Committees and transacting such other business as may be brought before it.

REPRESENTATION

Representation in the Convention shall be by Units in accordance with Article VI, Section 3, of the Department Constitution. For more information on the exact number of delegates from each Unit, please refer to page 37 of the current Unit guide. All dues must have been received and paid at Department Headquarters by close of books, May 31, 2023

The number of Delegates registered determines the voting strength of the Convention. One member in attendance may register to pay for the ENTIRE Unit delegation.

The registered Alternate Delegate will have the power to vote only in the absence of the regular Delegate.

CREDENTIALS

A form certifying each Delegate and Alternate Delegate will be mailed to the Unit President. The President should have the credential form PROPERLY COMPLETED AND SIGNED, and report to the Registration Desk at Convention site, upon her arrival in the Convention city. The registration fee shall be the same as that of The American Legion. Each Delegate, Alternate Delegate and guest registered MUST pay \$10.00. Checks for registering Delegates and Alternate Delegates shall be made payable to the American Legion Auxiliary, Department of Florida, and must be in the EXACT AMOUNT to cover registration for the Certified Delegates and Alternates Delegates. PERSONAL CHECKS WILL NOT BE ACCEPTED FOR PAYMENT OF REGISTRATION FEES.

DEPARTMENT EXECUTIVE COMMITTEE

A meeting of the Department Executive Committee is hereby called and will be held at 4:00 PM, Thursday, June 15, 2023, at the Hilton Orlando Lake Buena Vista as provided by the Department Bylaws, Article III, Section 2.

ADMISSION TO CONVENTION SESSIONS

Admission to Convention sessions will be by Delegate, Alternate or Guest badge. In order to attend Convention sessions all Delegates, Alternates, and Guests must register and pay a \$10.00 registration fee.

DEPARTMENT HEADQUARTERS

The Department Headquarters shall be at the Hilton Orlando Lake Buena Vista, Lake Buena Vista, FL from June 15, 2023 – June 18, 2023.

Dated: May 12, 2023

Attest:

Jane Hardacre
Department President

Mary Kelly-Perkins
Department Secretary

American Legion Auxiliary, Department of Florida
1912 A Lee Road, Orlando, Florida 32810
(407) 293-7411 www.alafl.org

**AMERICAN LEGION AUXILIARY
DEPARTMENT OF FLORIDA
ONE HUNDRED AND FIRST ANNUAL CONVENTION
HILTON ORLANDO LAKE BUENA VISTA
ORLANDO, FLORIDA
JUNE 15, 2023 – JUNE 18, 2023**

TENTATIVE SCHEDULE

This is merely a tentative schedule with meeting locations. Locations are subject to change so please check for changes posted on site.

THURSDAY, JUNE 15, 2023

8:00 AM - 5:00 PM	Convention Registration – Palm Ballroom 3
8:00 AM – 5:00 PM	Auxiliary Store – Grand Ballroom 3
9:00 AM – 10:00 AM	District Presidents' Instructions – Room: Jasmine <i>Presenters: Charlotte Bass</i>
9:00 AM – 10:00 AM	Unit President's Instructions – Room: Lily <i>Presenters: Robin Burk</i>
9:00 AM – 10:00 AM	Incoming Unit Secretaries Instructions – Room: Magnolia <i>Presenter: Mary Kelly-Perkins</i>
9:00 AM – 10:00 AM	Incoming Unit Historian Instructions – Room: Poinsettia <i>Presenter: Eleanor Amato</i>
9:00 AM – 10:00 AM	Instructions Incoming Treasurer's Instructions and Compliance, 990's and Taxes – Room: Quince <i>Presenter: Brandi Seeber</i>
9:00 AM – 10:00 AM	Unit Chaplain Instructions – Room: Veranda <i>Presenter: Ruth Burgess</i>
9:00 AM – 10:00 AM	Unit Sgt-at-Arms Instructions – Room: Lanai <i>Presenter: Sherry Shupp, Andrea Sherman</i>
9:00 AM – 10:00 AM	Membership Processing Instructions – Room: Palm Ballroom 1-2 <i>Presenters: Stacy Cusano</i>
10:15 AM – 11:15AM	District Presidents' Instructions – Room: Jasmine <i>Presenters: Charlotte Bass</i>

10:15 AM – 11:15AM	Unit President's Instructions – Room: Lily <i>Presenters: Robin Burk</i>
10:15 AM – 11:15AM	Incoming Unit Secretaries Instructions – Room: Magnolia <i>Presenter: Mary Kelly-Perkins</i>
10:15 AM – 11:15AM	Incoming Unit Historian Instructions – Room: Poinsettia <i>Presenter: Eleanor Amato</i>
10:15 AM – 11:15AM	Instructions Incoming Treasurer's Instructions and Compliance, 990's and Taxes – Room: Quince <i>Presenter: Brandi Seeber</i>
10:15 AM – 11:15AM	Unit Chaplain Instructions – Room: Veranda <i>Presenter: Ruth Burgess</i>
10:15 AM – 11:15AM	Unit Sgt-at-Arms Instructions – Room: Lanai <i>Presenter: Sherry Shupp, Andrea Sherman</i>
10:15 AM – 11:15AM	Membership Processing Instructions – Room: Palm <i>Presenters: Stacy Cusano</i> Ballroom 1-2
12:00 PM – 1:00 PM	Conflict Resolution – Room: Palm Ballroom 1-2
1:00 PM – 2:15 PM	Pre-Convention Constitution & <i>Bylaws (Open to All Members)</i> Resolution Review- Room: Palm Ballroom 1-2 <i>Presenters: Cheryl Yoder, Lisa Hoyland, And Michele Degennaro</i>
2:30 PM – 4:00 PM	Pre-Convention Finance Meeting – (<i>Open to All Members</i>) Room: Palm Ballroom 1-2
4:00 PM – 5:00 PM	Executive Committee Meeting – (<i>Open to All Members</i>) Room: Palm Ballroom 1-2
6:30 PM – 8:30 PM	Legion Family Kick-Off Reception - Room: Poolside

FRIDAY, JUNE 16, 2023

7:45 AM	All involved in Opening report to your location!
8:00 AM – 12:00 PM	Exhibit Registration – Room: Palm Ballroom 1-2
8:00 AM - 5:00 PM	Convention Registration – Room: Palm Ballroom 3
8:00 AM – 5:00 PM	Auxiliary Store – Room: Grand Ballroom 3
8:30 AM – 12:00 PM	General Session – Room: Palm Ballroom 1-2

10:30 AM	Special Order of Business <i>Nomination of Department Officers</i> <i>Nomination of National Convention Delegates</i>
12:00 PM – 1:15 PM	Lunch Recess
1:30 PM – 5:00 PM	General Session – Room: Palm Ballroom 1-2 <i>Year End Reports</i> <i>Awards</i>
1:30 PM - 4:30 PM	Exhibit Registration – Room: Palm Ballroom 1-2
6:30 PM – 7:30 PM	Cocktail Hour - Room: International Foyer
7:30 PM – 9:30 PM	Commander & President’s Dinner - Room: International Ballroom South

Any exhibit NOT REGISTERED BY 4:00 PM, Friday, June 16th will not be eligible for an award.

SATURDAY, JUNE 17, 2023

7:30 AM – 8:30 AM	Convention Registration – Room: Palm Ballroom 3
8:00 AM – 2:00 PM	Auxiliary Store – Room: Grand Ballroom 3
8:30 AM – 12:00 PM	General Session - Room: Palm Ballroom 1-2
10:30 AM – 12:00 PM	Special Order of Business <i>Final Credentials Report – Mary Kelly-Perkins</i> <i>Election of Department Officers 2023-2024</i> <i>Election of Delegates to National Convention</i>
12:00 PM – 1:30 PM	Lunch Recess
1:15 PM	Line up for Membership Parade
1:30 – 5:00 PM	General Session - Room: Palm Ballroom 1-2 <i>Membership Parade</i> <i>Parade of Checks</i> <i>Special Guest</i> <i>Year End Reports</i>
5:00 – 5:30 PM	Closing Ceremonies

Department Staff will dispose of any exhibit not removed by the close of session.

SUNDAY, JUNE 18, 2023

8:30 – 9:00 AM

Memorial Service – **Room: Palm Ballroom 1-2**

9:15 – 10:15 AM

Installation of Department Officers – **Room: Palm
Ballroom 1-2**

10:30 – 12:00 PM

Post Executive Meeting – **Room: Palm Ballroom 1-2**

AMERICAN LEGION AUXILIARY
DEPARTMENT OF FLORIDA

CONVENTION HOTEL INFORMATION

Hotel reservations can be made by calling:

Hilton Orlando Lake Buena Vista
1751 Hotel Plaza Blvd
Lake Buena Vista, FL 32830
407-239-4200

Room rate information:

\$140 plus tax for Queen Double/King Standard (Call for other rates)

- If unit is tax exempt, you may pay with a Unit check and submit a tax-exemption certificate.
- Check in time is 4:00 PM and check out is 11:00AM.
- Please mention The American Legion/American Legion Auxiliary when making reservations. Although the hotel is sold out, call and check.
- A deposit on one night, for each room reserved, will be due when your reservation is made. The first night deposit will be non-refundable.

Parking at Renaissance Orlando Hotel

- On-site parking: Complimentary (Free for Guests)
- \$11* Day Guests, \$30* for Valet (*rates are subject to change)



GENERAL CONVENTION INFORMATION

REGISTRATION

A Unit's delegation must register at one time. Please send the registration paperwork and check with the first person from your unit to arrive on site. Each Unit President will receive the voting strength and registration paperwork sent First Class mail, following Close of Books. Do not confuse this paperwork with the registration paperwork you receive for Constitutional Conference. All members of your Unit attending the Convention must be a member in good standing (2023 dues paid) and be registered by the Unit. Juniors attending must be registered as guests of the Unit they belong to. There will be no activities scheduled for Juniors at Convention.

Remember, outstanding balances owed to Department will prevent your Unit's delegation from registering. **May Poppy Distributions MUST be paid by Convention!**

EXHIBITS

Exhibits will be registered and on display in the Palm Ballroom 1-2. Tables will be around the perimeter of the room for these to displays. All displays must be checked-in with a Committee Member assigned to the Exhibits.

Exhibits will be accepted for display during the following times:

Friday, June 16, 2023 – 8:00 AM – 12:00 PM AND 1:30 PM – 4:00 PM

All exhibits must be removed from the Palm Ballroom 1-2 by the close of session on Saturday, June 17, 2023, at 4:00 pm. Department Staff will dispose of any remaining displays.

MEMBERSHIP PACKETS

2024 Membership Packets will only be available to Units that have an officer's list for 2023 – 2024 on file at Department prior to Convention and no outstanding balances. Only the membership chairman or the Unit President can sign for the packet. Any unclaimed Unit Membership packets will be given to the Incoming District President for distribution at Unit Installations.

UNIT PRESIDENTS' PACKETS

Incoming Unit Presidents will receive their packets at Convention providing Department receives the Unit's officer's list and no monies are owed (only Incoming Presidents can pick up packets). Any unclaimed Unit President Packets will be given to the Incoming District President for distribution at Unit Installations.