



AMERICAN LEGION AUXILIARY
DEPARTMENT OF FLORIDA, INC.

CALL

for

ONE HUNDRED AND SECOND 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 34 of the current Unit guide. All dues must have been received and paid at Department Headquarters by close of books, May 14, 2024.

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 13, 2024, 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 12, 2024 – June 16, 2024.

Dated: May 1, 2024

Attest:

Dee Bell

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 12, 2024 – JUNE 16, 2024**

TENTATIVE SCHEDULE

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

WEDNESDAY, JUNE 12, 2024

3:00 PM – 6:00 PM Convention Registration – **Palm Ballroom 3**

3:00 PM – 6:00 PM Auxiliary Store – **Palm Ballroom 3**

THURSDAY, JUNE 13, 2024

8:00 AM - 5:00 PM Convention Registration – **Palm Ballroom 3**

8:00 AM – 5:00 PM Auxiliary Store – **Palm Ballroom 3**

9:00 AM – 10:30 AM District Presidents' Instructions – **Room: Kahili**
Presenters: Michele DeGennaro / Linda Knoblach Harkness

9:00 AM – 10:30 AM Unit President's Instructions – **Room: Lily**
Presenters: Robin Burk / TK Wildrick

9:00 AM – 10:30 AM Incoming Unit Secretaries Instructions – **Room: Magnolia**
Presenter: Diane Rousseau

9:00 AM – 10:30 AM Incoming Unit Historian Instructions – **Room: Poinsettia**
Presenter: Eleanor Amato

9:00 AM – 10:30 AM Unit Treasurer's Q & A – **Room: Quince**
Presenter: Brandi Seeber / Nana Lontakos

9:00 AM – 10:30 AM Unit Chaplain Instructions – **Room: Veranda**
Presenter: Ruth Burgess

9:00 AM – 10:30 AM Unit Sgt-at-Arms Instructions – **Room: Lanai**
Presenter: Sherry Shupp / Andrea Sherman

9:00 AM – 10:30 AM Membership Processing Instructions – **Room: Palm Ballroom 1-2**
Presenters: Patsy Sewell

10:45 AM – 12:00 PM Candidates Call – **Room: Pam Ballroom 1 and 2**

12:00 PM – 1:00 PM	Lunch Break
1:00 PM – 2:15 PM	Pre-Convention Constitution & <i>Bylaws</i> (<i>Open to All Members</i>) Resolution Review- Room: Palm Ballroom 1-2
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 14, 2024

7:45 AM	All involved in Opening report to your location!
8:00 AM - 5:00 PM	Convention Registration – Room: Palm Ballroom 3
8:00 AM – 5:00 PM	Auxiliary Store – Room: Palm 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>
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

SATURDAY, JUNE 15, 2024

7:30 AM – 8:30 AM	Convention Registration – Room: Palm Ballroom 3
7:30 AM – 8:30 AM	Auxiliary Store – Room: Palm Ballroom 3
8:00 AM – 8:20 AM	Voting Instructions – Room: Palm Ballroom 1-2
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>Year End Reports</i>
5:00 – 5:30 PM	Closing Ceremonies

SUNDAY, JUNE 16, 2024

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

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DEPARTMENT OF FLORIDA

CONVENTION HOTEL INFORMATION

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

- 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 11:00 AM.

Parking:

- On-site parking: Complimentary (Free for Guests)
- \$13* Day Guests, \$30* for Valet (*rates are subject to change)



GENERAL CONVENTION INFORMATION

REGISTRATION

Only the Unit President **OR** Delegation Chairman can register the delegation and all delegates must be registered at the same time. Please send the registration paperwork and check with the first person (Unit President or Delegation Chairman) 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 (2024 dues paid) and be registered by the Unit. Juniors attending must be registered as guests of the Unit they belong to.

Remember, outstanding balances owed to Department will prevent your Unit's delegation from registering.

MEMBERSHIP PACKETS

2025 Membership Packets will only be available to Units that have an officer's list for 2024 – 2025 on file at Department prior to Convention and no outstanding balances. Membership packets must be picked up and signed for by the person designated by the Unit. Any unclaimed Unit Membership packets will be given to the Incoming District President for distribution at Unit Installations.