



AMERICAN LEGION AUXILIARY  
DEPARTMENT OF FLORIDA, INC.

CALL

for

ONE HUNDRED AND FOURTH DEPARTMENT CONVENTION

The One Hundred and Fourth 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 found on page 30 of the current Department Unit Guide. For more information on the exact number of delegates from each Unit, please refer to page 67 of the current Unit guide. All dues must have been received and paid at Department Headquarters by close of books, May 13, 2026.

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, Alternate Delegates, and Guests 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, Alternate Delegates and Guests. PERSONAL CHECKS WILL NOT BE ACCEPTED FOR PAYMENT OF REGISTRATION FEES. NO CASH WILL BE ACCEPTED.

## DEPARTMENT EXECUTIVE COMMITTEE

A meeting of the Department Executive Committee is hereby called and will be held at 4:00 PM, Thursday, June 11, 2026, at the Hilton Orlando Lake Buena Vista as provided by the Department Bylaws, Article III, Section 2, page 37.

## 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 10, 2026 – June 14, 2026.

Dated: April 1, 2026

Attest:

*Robin Burk*

Department President

*Treva Kay Wildrick*

Department Secretary

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



<b>11:45 AM – 12:45 PM</b>	<b>Lunch Break</b>
<b>1:00 PM – 2:15 PM</b>	<b>Pre-Convention Constitution &amp; <i>Bylaws</i> (Open to All Members) Resolution Review- Room: Palm Ballroom 1-2</b>
<b>2:30 PM – 4:00 PM</b>	<b>Pre-Convention Finance Meeting (Open to All Members) Room: Palm Ballroom 1-2</b>
<b>4:00 PM – 5:00 PM</b>	<b>Executive Committee Meeting – (Open to All Members) Room: Palm Ballroom 1-2</b>
<b>6:30 PM – 8:30 PM</b>	<b>Legion Family Kick-Off Reception - Room: Poolside</b>

**FRIDAY, JUNE 12, 2026**

<b>7:45 AM</b>	<b>All involved in Opening report to your location!</b>
<b>8:00 AM – 5:00 PM</b> <b>8:00 AM – 5:00 PM</b>	<b>Convention Registration – Room: Palm Ballroom 3 Auxiliary Store – Room: Palm Ballroom 3</b>
<b>8:30 AM – 10:30AM</b>	<b>General Session – Room: Palm Ballroom 1-2</b>
<b>10:30 AM – 12:00 PM</b>	<b>Special Order of Business</b> <ul style="list-style-type: none"> <li>• <i>Nomination of Department Officers</i></li> <li>• <i>Nomination of National Convention Delegates</i></li> </ul>
<b>12:00 PM – 1:30 PM</b>	<b>Lunch Recess</b>
<b>1:30 PM – 5:00 PM</b>	<b>General Session – Room: Palm Ballroom 1-2</b>
<b>6:30 PM – 7:30 PM</b>	<b>Cocktail Hour - Room: TBD</b>
<b>7:30 PM – 9:30 PM</b>	<b>Commander &amp; President’s Dinner - Room: TBD</b>

**SATURDAY, JUNE 13, 2026**

<b>7:30 AM – 8:30 AM</b> <b>7:30 AM – 8:30 AM</b>	<b>Convention Registration – Room: Palm Ballroom 3 Auxiliary Store – Room: Palm Ballroom 3</b>
<b>7:45 AM – 8:15 AM</b>	<b>Instructions on How to Fill in Your Voting Ballots. Room: Palm Ballroom 1-2</b>
<b>8:30 AM – 12:00 PM</b>	<b>General Session - Room: Palm Ballroom 1-2</b>
<b>10:30 AM – 12:00 PM</b>	<b>Special Order of Business</b> <ul style="list-style-type: none"> <li>• <i>Final Credentials Report</i></li> <li>• <i>Election of Department Officers 2026-2027</i></li> <li>• <i>Election of Delegates to National Convention</i></li> </ul>

**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**

- *Parade of Checks*

**5:00 – 5:30 PM**

**Closing Ceremonies**

**SUNDAY, JUNE 14, 2026**

**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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**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)

**OVERFLOW HOTELS:**

**Wyndham Garden Lake Buena Vista Resort  
1850 Hotel Plaza Blvd  
Lake Buena Vista, FL 32830  
1-844-482-8444**

Rate: \$140 +tax +resort fee

Taxes: 6% Lodging Tax, 6.5% State Tax = 12.5%

Check in: After 4:00 pm

Check Out: Before 11:00 am

**Group Code: The American Legion, Dept of Florida**

Resort Fee: \$20 per night, includes: use of in-room safe, telephone access for local calls up to 20 minutes, access to fitness center, oasis pool area, and all recreational amenities, premium wifi with unlimited device connections in guest rooms and public areas, 10% off food and nonalcoholic beverage purchases at the Oasis Restaurant and Bar located poolside, 30 minutes early entry to any Disney Theme Park every day (reservations and valid theme park ticket required)

Optional Services: Baggage Handling \$6 per person, round trip; Room Attendant: \$1.00 per room, per day

Cancellations: Individuals must cancel 72 hours before the check-in date to avoid a charge of one night's room rate plus applicable taxes.

Early Departures: Will be waived for family or medical emergencies

Daily Parking: Gated self-parking fee waived per night, per vehicle; Valet parking \$30 per night, per vehicle

**Holiday Inn Orlando – Disney Springs Area**  
**1805 Hotel Plaza Blvd**  
**Lake Buena Vista, FL 32830**  
**1-877-394-5765**

Rate: \$135 +tax +resort fee

Taxes: 6% Lodging Tax, 6.5% State Tax = 12.5%

**Group Code: The American Legion, Dept of Florida**

Resort Fee: \$30 per night, includes: two complimentary welcome drinks (valid for soda, juice, well cocktail, house wine, or beer), two bottles of water daily, morning coffee in lobby from 6:00 am – 11:30 am, lemonade and cookies at the bar from 4:00 pm- 6:00 pm, 24-hour access to the fitness center, local and 800 calls, refrigerator and microwave in room, computer and printing access, 50% discount on rental equipment at the Walt Disney World® Golf Course.

Cancellations: Individuals must cancel 48 hours before the check-in date to avoid a charge of one night's room rate plus applicable taxes.

Daily Parking: Self-parking \$20 per night, preferred parking \$29 per night.



## **GENERAL CONVENTION INFORMATION**

### **REGISTRATION**

Only 1 member, designated by the unit, shall come to register the unit. ALL delegates, delegate alternates, and guests must be registered at the same time. Please send the registration paperwork and check and or credit/debit card with the designated person from your unit. 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 received for District Constitutional Conference. All members of your Unit attending the Department Convention must be a member in good standing (2026 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 registration fee for Juniors.

Remember, the following outstanding items will prevent your Unit's delegation from registering:

- Poppy Proceeds remittance,
- Unit Officer List Submission,
- Unpaid Officer Dues
- Invoices owed to Department.

### **MEMBERSHIP PACKETS**

The membership packet is the only item to be picked up and signed for by the person designated by the Unit. The packet will include the 2027 roster and membership cards. Any unclaimed packets will be given to the Incoming District President for distribution.