



AMERICAN LEGION AUXILIARY
DEPARTMENT OF FLORIDA, INC.

CALL

for

NINETY-SEVENTH ANNUAL DEPARTMENT CONVENTION

The Ninety-Seventh Annual Convention of the American Legion Auxiliary, Department of Florida Inc. is hereby called in conformity with Article VII of the Department Constitution, which provides that it be held annually. The Convention will be held at Marriott Orlando World Center located at 8701 World Center Drive, Orlando, Florida, 32821.

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 28 of the current Unit guide. All dues must have been received and paid at Department Headquarters by close of books, June 20, 2018.

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 \$5.00. 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, July 5, 2018 at the Marriott Orlando World Center, Orlando FL 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 guest must register and the pay \$5.00 registration fee.

DEPARTMENT HEADQUARTERS

The Department Headquarters shall be at the Marriott Orlando World Center, Orlando FL from July 5, 2018 – July 8, 2018.

Dated: May 2, 2018

Attest:

Patty MacDonald
Department Secretary

Treva Kay Wildrick
Department President

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
NINETY- SEVENTH ANNUAL CONVENTION
MARRIOTT ORLANDO WORLD CENTER
ORLANDO, FLORIDA
JULY 5, 2018 – JULY 8, 2018**

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, JULY 5, 2018

8:00 AM - 5:00 PM	Convention Registration – Crystal Registration
8:00 AM – 5:00 PM	Auxiliary Store – Grand Registration
9:00 AM – 12:00 PM	Incoming District Presidents’ Instructions – Room: St. Louis <i>Presenters: Assigned PDP Mentors</i>
9:00 AM – 9:45 AM	Chaplain Class – Room: San Francisco <i>Presenter: Lois Stachelrodt</i>
9:15 AM – 10:00 AM	Certified ABC Instructors Meeting – Room: San Antonio <i>Presenter: Robin Burke</i>
9:30 AM – 10:30 AM	Incoming Unit Presidents’ Instructions – Room: Washington <i>Presenter: Fran Carlton</i>
9:30 AM – 10:30 AM	Membership Processing – Room: Boston <i>Presenters: Patty MacDonald</i>
10:00 AM – 10:45 AM	Historian Class - Room: Tampa <i>Presenter: Eleanor Amato</i>
10:45 AM – 11:45 AM	Secretaries Class – Room: Washington <i>Presenter: Peggy Hearlson</i>
10:45 AM – 11:45 PM	Compliance, 990’s and Taxes - Room: Boston <i>Presenter: Becky Gripton</i>
11:00 AM – 12:00 PM	Incoming Department Officers and Chairmen – Room: St.

Louis (Combined Class with District Presidents)
Presenters: Michele DeGennaro and Dee Bell

- 11:00 AM – 12:00 PM Treasurer Class - **Room: Tampa**
Presenter: Karen Collinsworth
- 1:15 PM – 2:15 PM Department Question & Answer - **Room: Boston**
Presenter: Patty MacDonald and Becky Gripton
- 1:15 PM – 2:15 PM Public Relations Class - **Room: San Antonio**
Presenter: Sandy Stepp
- 1:15 PM – 2:15 PM Veterans Affairs & Rehabilitation (VA&R) – **Room: San Francisco**
Presenter: Ann King-Smith
- 1:15 PM – 2:15 PM Children & Youth – **Room: Tampa**
Presenter: Wanda Brandt
- 1:15 PM – 2:15 PM Education – **Room: Washington**
Presenters: Charlotte Bass
- 1:15 PM – 2:15 PM Intro to Auxiliary Basic Concept – **Room: St. Louis**
Presenters: Robin Burke
- 1:15 PM – 2:15 PM Pre-Convention Constitution & Bylaws – Resolution Open to all Members Review – **Room: Grand 1-7**
Presenters: Pat Devine and Shirley Fraser and Fran Carlton
- 2:30 PM – 4:00 PM Pre-Convention Finance Meeting – Open To All Members
Room: Grand 1-7
- 4:00 PM – 5:00 PM Executive Committee Meeting – Open To All Members -
Room: Grand 1-7
- 7:00 PM – 8:30 PM Legion Family Kick-Off Reception - **Room: Canary Ballroom**
- 7:30 PM – 8:30 PM Exhibit Registration – **Room: Grand 1-7**
- 7:30 PM Rehearsal for Flag Bearers / Opening ceremony – **Room: Grand 1-7**

FRIDAY, JULY 6, 2018

- 7:45 AM All involved in Opening report to your location!
- 8:00 AM – 12:00 PM Exhibit Registration – **Room: Grand 1-7**
- 8:00 AM - 5:00 PM Convention Registration – **Room: Crystal Registration**

8:00 AM – 5:00 PM	Auxiliary Store – Room: Grand Registration
8:30 AM – 12:00 PM	General Session – Room: Grand 1-7
10:30 AM	Special Order of Business Nomination of Department Officers Nomination of National Convention Delegates
12:00 PM – 1:30 PM	Lunch Recess
1:30 PM – 5:00 PM	General Session – Room: Grand 1-7
1:30 PM - 4:30 PM	Exhibit Registration – Room: Grand 1-7
6:00 PM – 7:00 PM	Cocktail Hour - Room: Canary Ballroom
7:00 PM – 10:00 PM	Commander & President's Dinner - Room: Canary Ballroom

Any exhibit NOT REGISTERED BY 4:00 PM, Friday, July 6th will not be eligible for an award.

SATURDAY, JULY 7, 2018

7:30 AM – 8:30 AM	Convention Registration – Room: Crystal Registration
8:00 AM – 4:00 PM	Auxiliary Store – Room: Grand Registration
8:30 AM – 12:00 PM	General Session - Room: Grand 1-7
10:30 AM – 12:00 PM	Special Order of Business Final Credentials Report – Patty MacDonald Election of Department Officers 2018-2019 Election of Delegates to National Convention
12:00 PM – 1:30 PM	Lunch Recess
1:15 PM	Line up for Membership Parade
1:30 – 5:00 PM	General Session - Room: Grand 1-7 Membership Parade Parade of Checks Special Guest Year End Reports
5:00 – 5:30 PM	Closing Ceremonies

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

SUNDAY, JULY 8, 2018

8:00 – 8:45 AM

Memorial Service – **Room: Grand 1-7**

9:00 – 10:15 AM

Installation of Department Officers – **Room: Grand 1-7**

10:30 – 12:00 PM

Post Executive Meeting – **Room: Grand 1-7**

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DEPARTMENT OF FLORIDA

CONVENTION HOTEL INFORMATION

Hotel reservations can be made by calling:

**Marriott Orlando World Center
8701 World Center Drive, Orlando, FL. 32821
407-239-4200**

Room rate information:

\$138 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.
- Room block rate closes June 1, 2018
- 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, per each room reserved, will be due when your reservation is made. First night deposit will be non refundable.

Parking at Renaissance Orlando Hotel

- On-site parking: Complimentary
- Day Guest parking tickets Validated discount parking \$5.00 must see front desk for discount

Over-flow hotels:

Caribe Royal 8101 World Center Drive, Orlando, Fl. 32821 * (407) 238-8000
Prices starting at \$139



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 (2018 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 Grand 1-7.

Tables will be around the perimeter of the room for these 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:

Thursday, July 5, 2018 – 7:30 PM – 8:30 PM

Friday, July 6, 2018 – 8:00 AM – 12:00 PM AND 1:30 PM – 4:00 PM

All exhibits must be removed from the Grand 1-7 by the close of session on Saturday, July 7, 2018 at 4:00 pm. Department Staff will dispose of any remaining displays.

MEMBERSHIP PACKETS

2019 Membership Packets will only be available to Units that have an officer's list for 2018 – 2019 on file at Department prior to Convention and no outstanding balances. Remember, outstanding balances owed to Department will prevent release of membership packet to a Unit. Only the membership chairman or the Unit President can sign for the packet.

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.

JUMP THE LINE PASSES

"Jump the Line Passes" will be again available for Units who have turned in a completed & verified 2018-2019 Officer's list, Poppy monies, Quotas, membership credit report balances and any other outstanding balances. "Jump the Line" process has been revised in hopes of even more timely registration.