



AMERICAN LEGION AUXILIARY DEPARTMENT OF FLORIDA, INC.

CALL

for

ONE HUNDRED AND THIRD DEPARTMENT CONVENTION

The One Hundred and Third 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 36 of the current Department Unit Guide. For more information on the exact number of delegates from each Unit, please refer to page 83 of the current Unit guide. All dues must have been received and paid at Department Headquarters by close of books, May 14, 2025

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 12, 2025, 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, 2025 – June 15, 2025.

Dated: April 14, 2025

Attest:

Charlotte Bass

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 THIRD ANNUAL CONVENTION
HILTON ORLANDO LAKE BUENA VISTA
ORLANDO, FLORIDA
JUNE 12, 2025 – JUNE 15, 2025**

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 11, 2025

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|-------------------|---|
| 3:00 PM – 6:00 PM | Convention Registration – Palm Ballroom 3 |
| 3:00 PM – 6:00 PM | Auxiliary Store – Palm Ballroom 3 |

THURSDAY, JUNE 12, 2025

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|---------------------------|--|
| 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 – 10:15 AM | Membership Processing Instructions: Palm Ballroom 1-2 Presenter: Patsy Sewell |
| 9:00 AM – 11:00 AM | District Presidents' Instructions – Room: Jasmine Presenter: Linda Knoblach Harkness |

NOTE: THERE ARE TWO (2) SEPARATE CLASSES FOR THE FOLLOWING

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|---|---|
| 9:00 AM – 10:15 AM 10:30 AM – 11:45 AM | Incoming Unit President's Instructions – Room: Lily Presenters: Lisa Hoyland and Jenny Arguinzoni |
| 9:00 AM – 10:15 AM 10:30 AM – 11:45 AM | Incoming Unit Secretaries Instructions –Room: Magnolia Presenter: TK Wildrick |
| 9:00 AM – 10:15 AM 10:30 AM – 11:45 AM | Incoming Unit Historian Instructions – Room: Poinsettia Presenter: Dara Oliver |
| 9:00 AM – 10:15 AM 10:30 AM – 11:45 AM | Incoming Unit Chaplain Instructions – Room: Veranda Presenter: Karen Marks |
| 9:00 AM – 10:15 AM 10:30 AM – 11:45 AM | Incoming Unit Sgt-at-Arms Instructions – Room: Lanai Presenter: Dawn Burgess |

ONE CLASS ONLY FOR INCOMING TREASURERS

| | |
|----------------------------|---|
| 10:30 AM – 11:45 AM | Incoming Unit Treasurer's Q & A – Room: Quince Presenter: Brandi Seeber |
|----------------------------|---|

11:45 AM – 12:45 PM

Lunch Break

1:00 PM – 2:15 PM

Pre-Convention Constitution & *Bylaws* (Open to All Members) Resolution Review- Room: Palm Ballroom 1-2

2:30 PM – 4:00 PM

**Pre-Convention Finance Meeting (Open to All Members)
Room: Palm Ballroom 1-2**

4:00 PM – 5:00 PM

**Executive Committee Meeting – (Open to All Members)
Room: Palm Ballroom 1-2**

6:30 PM – 8:30 PM

Legion Family Kick-Off Reception - Room: Poolside

FRIDAY, JUNE 13, 2025

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
Nomination of Department Officers
Nomination of National Convention Delegates

12:00 PM – 1:15 PM

Lunch Recess

1:30 PM – 5:00 PM

General Session – **Room: Palm Ballroom 1-2**

6:30 PM – 7:30 PM

Cocktail Hour - **Room: TBD**

7:30 PM – 9:30 PM

Commander & President's Dinner - **Room: TBD**

SATURDAY, JUNE 14, 2025

7:30 AM – 8:30 AM

Convention Registration – **Room: Palm Ballroom 3**

7:30 AM – 8:30 AM

Auxiliary Store – **Room: Palm Ballroom 3**

7:45 AM – 8:15 AM

Instructions on How to fill in your Voting Ballots. **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

Final Credentials Report – Mary Kelly-Perkins

Election of Department Officers 2025-2026

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: Palm Ballroom 1-2**

Parade of Checks

5:00 – 5:30 PM

Closing Ceremonies

SUNDAY, JUNE 15, 2025

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 INC

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

Cut-Off Date: May 12, 2025, by 5:00 pm

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

Cut-Off Date: May 12, 2025

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 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 (2025 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

2026 Membership Packets will only be available to Units that have an officer's list for 2025 – 2026 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.