**Call to Fall Conference**

The Annual Fall Conference of the American Legion Auxiliary, Department of Florida, will be held Friday, Saturday and Sunday, November 3, 4 and 5, 2017 at the Renaissance SeaWorld, 6677 Sea Harbor Drive, Orlando, Fl. 32821.

**Thursday, November 2nd, 2017**

6:00 – 6:30 pm – Finance Meeting – **Odyssey B**

**Friday, November 3rd, 2017**

8:00 am – 5:00 pm Department Headquarter Store Open – **Odyssey A**

10:00 – 11:00 am Membership – Patty MacDonald - Questions and Answers session regarding Membership processing and eligibility – **Odyssey B**

10:00 – 11: 00 am Constitution and ByLaws – Pat Devine - Discussion of everything related to updating and revising the Units’ Constitution & Bylaws and Standing Rules – **Tarpon B**

10:00 – 11:00 am Girls State – Marge Reed – Overview of Unit Registration information, general activities of the session. Former staff members will share experiences – **Veiltail**

10:00 – 11:00 am Reporting – Kathee Coughlin – How to write a Narrative for Mid-Year and Year End reports and submitting for Awards – **Palani A**

10:00 – 11:00 am Education – Charlotte Bass – Reviewing scholarships and how to qualify; how to assist our children, support teachers and schools in community – **Palani B**

10:00 – 11:00 am Chaplains – Lois Stachelrodt – Spiritual Leadership and other responsibilities - **Unicorn**

11:15 – 12:00 pm – 8&40 Meet and Greet – Departmental Chapeau Tina Hanson along with current Southern Division Demi-Chapeau Gina Kizer and Passe Southern Division Demi-Chapeau Diane Spencer. Meet partners that are dual members with American Legion Auxiliary, discuss programs and charities sponsored – **Crystal C Ballroom**

1:00 pm – 2:00 pm – Historians – Eleanor Amato – Provide an overview of the History Program and what is expected of the Unit/District Chairmen – **Tarpon B**

1:00 – 2:00 pm – Poppy – Linda Knoblach-Harkness – Distributions/reporting contributions/ what proceeds can be utilized towards - **Veiltail**

1:00 – 2:00 pm – Americanism – Jane Hardacre – Essay Contest, Flag Etiquette and Ideas as to promote Americanism – **Palani A**

1:00 – 2:00 pm – Community Service – Annie Anderson – **Palani B**

1:00 – 2:00 pm – Auxiliary Emergency Fund – Robbin Walker – **Unicorn**

1:00 – 2:00 pm – Leadership – Robin Burk – **Odyssey B**

2:15 – 3:15 – Membership – Patty MacDonald - Questions and Answers session regarding Membership processing and eligibility – **Odyssey B**

2:15 – 3:15 pm Constitution and ByLaws – Pat Devine - Discussion of everything related to updating and revising the Units’ Constitution & Bylaws and Standing Rules – **Tarpon B**

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2:15 – 3:15 pm Public Relations – Sandi Howard-Stepp – **Palani B**

2:15 – 3:15 pm Legislative – Dee Bell – “How to Host a Meet and Great” - **Unicorn**

3:30 – 4:30 pm Veterans Affairs & Rehabilitation – Ann King-Smith – **Tarpon B**

3:30 – 4:30 pm Children & Youth/Juniors – Wanda Brandt – **Unicorn**

3:30 – 4:40 pm 990 Instructional Class – Cathie McMullen - **Veiltail**

3:30 – 4:45 pm Unit President and Secretaries – Michele DeGennaro – Protocol/Unit Guide as a Tool – **Crystal C Ballroom**

3:30 – 4:45 pm District Presidents – Treva Kay “TK” Wildrick – Review Activities/Reporting/Schedule Visit – **Odyssey B**

5:00 – 6:00 pm – Executive Meeting – **Crystal C Ballroom**

7:00 pm – Movie – Presentation of Mary Poppins – **Crystal C Ballroom**

Saturday, November 4th, 2017

7:30 – 8:30 AM Meet and Greet with Southern Division Vice President – **Department President Suite to be announced**

9:00 AM Opening Ceremony – **Crystal C Ballroom**

10:00 AM National Awards

10:30 AM District President’s Reports\*

 *\*3 minute time limit*

12:00 – 1:30 pm Lunch

 **1:15 PM** **Line Up for Membership Parade Limit 5 per District**

1:30 PM General Session - **Crystal C Ball Room**

 Membership Parade

 Presentation of Checks

 Children & Youth Report

 Veteran Affairs & Rehabilitation Report

 AEF

 Community Service

 Guest Speaker from K-9 for Warriors

 Southern Division National Vice President

 Membership Song & Dance

 Closing & Remarks

 5:30 PM Reception\* **Atrium C and D**

 *\*Cash Bar*

6:30 PM President’s & Commander’s Banquet - **Discovery Ballroom**

 Sunday, November 5th, 2017

 8:30 AM Religious Service - **Crystal C Ballroom**

Treva Kay “TK” Wildrick Patty MacDonald

Department President October 1, 2017 Department Secretary