



# *American Legion Auxiliary*

Department of Minnesota  
State Veterans Service Building  
20 W 12<sup>th</sup> St #314 St Paul MN 55155  
Telephone 651-224-7634 Fax 651-224-5243  
Toll Free 1-888-217-9598  
Email – deptoffice@mnala.org

DATE: December 1, 2016

TO: DEPARTMENT HONORARY JUNIOR OFFICERS  
DISTRICT HONORARY JUNIOR PRESIDENTS  
DISTRICT HONORARY JUNIOR ACTIVITIES CHAIRMEN  
UNIT JUNIOR ACTIVITIES CHAIRMEN

RE: CALL TO 2017 DEPARTMENT JUNIOR CONFERENCE

The 54th Annual Junior Conference of the Department of Minnesota, American Legion Auxiliary, is hereby called to be held at the Forest Lake American Legion Post 225, 355 West Broadway Avenue, Forest Lake, Minnesota 55025 at 9:00 a.m. on Saturday, April 8, 2017, for the purpose of:

1. Presentation and judging of awards
2. Reports from the District Honorary Junior Presidents
3. Election of Department Honorary Junior Officers
4. Other business for the good of the Junior Auxiliary

**CONFERENCE SCHEDULE** - all events will be held at the Forest Lake American Legion Post 225, 355 West Broadway Avenue, Forest Lake, Minnesota.

Advisory Committee Meeting”  
Friday, April 7<sup>th</sup> at 7:30 p.m.

Registration  
Friday, April 7<sup>th</sup> from 6:00 p.m. – 8:00 p.m. and Saturday, April 8<sup>th</sup> from 8:00 a.m. – 9:00 a.m.

Processional Practice\*\*  
Saturday, April 8<sup>th</sup> at 8:00 a.m.

Senior Advisor /Senior Judges Meeting  
Saturday, April 8<sup>th</sup> at 8:00 a.m.  
All Senior members are invited to attend

Conference Call to Order  
Saturday, April 8<sup>th</sup> at 9:00 a.m.

\*The Advisory Committee is comprised of the Department Junior Activities Chairman, District Junior Activities Chairmen, Department Honorary Junior President, Department Honorary Junior Secretary, Department Honorary Junior Vice Presidents and District Honorary Junior Presidents, (per Standing Rules). Other interested members are invited to attend if space permits.

\*\*Processional – Each District is invited to bring their District Colors. Per the Standing Rules Junior Color Bearers should wear navy skirt or navy slacks and white blouses or appropriate attire.

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**DELEGATES**

Each organized group shall be represented by **two** delegates with **two** votes at the Department Junior Conference, **plus one** additional delegate for each fifteen members or major fraction thereof. (Standing Rules). Delegate strength is determined 30 days prior to Department Junior Conference.

## Junior Membership:

1-7	elects 2 delegates
8-22	elects 3 delegates
23-37	elects 4 delegates
38-52	elects 5 delegates
53-67	elects 6 delegates
68-82	elects 7 delegates
83-97	elects 8 delegates
98-120	elects 9 delegates

**ONLY** Junior Members will be allowed to speak on the Conference floor. Senior members are advisors only. This is the **JUNIORS'** Conference. Juniors will be seated by District. One advisor per Unit may sit at the table during the session, if space permits. The District Junior Activities Chairman will be the Senior Advisor for her District if she is present.

**ENDORSEMENTS**

Endorsements for Department Officers shall be sent to the Department Secretary. The Department Secretary will send them to the District Junior Activities Chairmen, District Honorary Junior Presidents, Department Honorary Junior President and the Department Junior Activities Chairmen prior to the Department Junior Conference (Standing Rules). Endorsements should state the candidate's name, age, District, offices held in the Unit and District, and years of membership. Send endorsements to:

Sandie Deutsch, Department Secretary  
American Legion Auxiliary  
State Veterans Service Building  
20 W. 12<sup>th</sup> St. Room #314  
St. Paul, MN 55155

**ELIGIBILITY TO HOLD OFFICE** (Standing Rules)

1. No officer shall succeed herself in the same office.
2. Any Junior Officer must be classified as a Junior member the year she holds office.

**PLEASE NOTE: No tape will be allowed on walls at The American Legion Post.**

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## **DISTRICT CONFERENCES**

It is suggested that Districts that invite the Department Honorary Junior President to their District Conference and reimburse her for travel expenses. The Department Honorary Junior President does not receive travel allowance for District Conferences.

## **CONFERENCE LOCATION**

The Department Junior Conference itself will be held at the Forest Lake American Legion Post 225. The Conference is hosted by our Third District. Housing information for the Junior Conference is attached to this Call to Conference.

## **FRIDAY EVENING'S FESTIVITIES**

On Friday evening, April 7<sup>th</sup>, a Junior fun evening will be held starting at 6:00 pm at the Forest Lake American Legion for all Juniors. The Third District is planning a fun evening for the Juniors to get better acquainted and have fun together. Food will be provided for the Friday Fun Night and is included in the registration fee. This will be a fun time for all. Registration will begin at 6:00 p.m. at the Forest Lake American Legion and at 7:30 p.m. Friday evening, the Advisory Committee will hold their meeting.

## **DEPARTMENT HONORARY JUNIOR PRESIDENT'S PROJECT**

Department Honorary Junior President Kiana's program of focus is to collect socks and undergarments for homeless and hospitalized veterans.

Please complete the enclosed forms and return them as noted on each form.

- Pre-registration form (in duplicate) so our Department Honorary Junior President can make some tentative committee appointments prior to the Conference. Due date is Friday, March 3, 2017.
- Hotel reservations must be made by March 7, 2017. All reservations should be made with the Country Inn and Suites, 1954 Broadway Ave. West, Forest Lake, Minnesota 55025. The direct telephone number is (651) 982-9799. Block name: American Legion Junior Auxiliary.
- A Media Release Consent Form must be completed and returned for each Junior member.
- The registration form for the local committee indicating the number attending from your Unit. This helps the local committee plan for supplies and food needed. Deadline for registration is Friday, March 3, 2017.

The registration fee for the Department Junior Conference is \$10.00/person and should be paid when you arrive at the Forest Lake American Legion and register at the Conference.

Pam Hoshal  
Department Junior Activities Chairman

## **CONTEST ENTRIES**

It is the responsibility of the District Junior Activities Chairman to see that all District entries are brought to the Department Conference. **Please take all entries home with you.**

### **Junior Scrapbook**

Award Criteria: To the Junior Unit with the best scrapbook on all around Junior Activities.

Award: 1<sup>st</sup> Place - \$10.00 cash award and certificate

2<sup>nd</sup> Place - \$5.00 cash award and certificate

The following is a set of rules for preparing the Junior Unit Scrapbooks for competition:

1. The scrapbook runs from District Conference to District Conference.
2. There is no particular size for the Junior scrapbook and such to be determined by each individual Unit. It should be within reasonable limits.
3. The American Legion Auxiliary emblem must appear on the cover of the scrapbook.
4. The first page of the scrapbook shall have the name, number and location of the Junior Unit and Junior membership total for the year.
5. List the names of officers and offices they hold on the second page. If the group is unorganized, list all Junior members in alphabetical order.
6. The preamble shall appear on the third page and the first and last verse of the Star Spangled Banner shall appear on the fourth page.
7. Each book shall be signed by the Junior Activities Chairman and the Junior or Juniors and their ages that made the scrapbook on the very last page.
8. The scrapbook including the cover must be made by Junior members.
9. The scrapbook shall be judged at the Department Conference by three Junior members and one senior member appointed by the Department Honorary Junior President at the Junior Conference.

Scrapbook to be judged on a 10 point system:

2 points conforming to the above rules

2 points neatness

2 points most complete Junior Auxiliary program

2 point originality

2 points aptness for application to the Honorary Department Junior President's and Senior President's theme.

Any scrapbook not conforming to these rules will not be judged in competition but will be on display.

### **Poppy Contests:**

- There is no limit to the number of entries per Unit for the contests
- Only one entry per Junior per contest
- All entries must include large, small or a combination of the poppies.
- All white tags must be removed from the poppies
- All entries must be at the Department Junior Contest by 9:00 a.m. on Saturday, April 8, 2017 for judging
- All entries must have an envelope attached with the contest name and class number on the envelope and the Junior's name, Unit number, location and District number on a card inside the envelope

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**Classes for each contest:**

- Class I: Ages 6 and under  
Class II: Ages 7 to 12  
Class III: Ages 13 to 18

**Awards:**

- 1<sup>st</sup> Place: \$10.00 cash award and certificate  
2<sup>nd</sup> Place: \$5.00 cash award and certificate

**1. Poppy Corsage/Boutonniere Contest**

To the Junior member in each class with the best Poppy corsage or boutonniere using Honorary Department Junior President Kiana's theme: "Juniors are the Key – Opening Doors to the Future" using the key. Entries are to be placed in a Ziploc bag with a corsage pin.

**2. Poppy Centerpiece Contest**

To the Junior member in each class with the best Poppy centerpiece using Honorary Department Junior President Kiana's theme: "Juniors are the Key – Opening Doors to the Future" using the key.

**3. Poppy Jewelry/Accessories Contest**

To the Junior member in each class with the best Poppy jewelry or accessory using Honorary Department Junior President Kiana's theme: "Juniors are the Key – Opening Doors to the Future" using the key.

**4. Poppy Memorial Day Wreath**

To the Junior member in each class with the best Poppy Memorial Day Wreath with the Poppy as the focus of the wreath.

**5. Poppy Junior Membership Recruitment Board**

To the Junior member in each class with the Poppy Junior Membership Recruitment Board using Honorary Department Junior President Kiana's theme: "Juniors are the Key – Opening Doors to the Future" using the key.

**PRE-REGISTRATION**

**2017 DEPARTMENT JUNIOR CONFERENCE**

The following members will be attending the 2017 Department Junior Conference:

**JUNIOR MEMBERS**

<b>NAME</b>	<b>AGE</b>	<b>COMMITTEE ASSIGNMENT PREFERRED</b>

**SENIOR MEMBERS**

<b>NAME</b>	<b>COMPLETE ADDRESS</b>	<b># of Years as Junior Advisor</b>	<b>Committee Assignment Preferred</b>

UNIT # \_\_\_\_\_ UNIT LOCATION \_\_\_\_\_

DISTRICT # \_\_\_\_\_ Motel where group is housed \_\_\_\_\_

Signed \_\_\_\_\_

Position \_\_\_\_\_

Address \_\_\_\_\_

Telephone # \_\_\_\_\_

PLEASE RETURN REGISTRATION FORM BY FRIDAY, MARCH 3, 2017. (A copy to both the Department Honorary Junior President and the Department Junior Activities Chairman).

Kiana Coleman-Woods  
Department Honorary Junior President  
231 Stardust Blvd.  
Circle Pines, MN 55014

Pam Hoshal  
Junior Activities Chairman  
1129 Willowbrook Circle  
Delano, MN 55328

**2017 DEPARTMENT JUNIOR CONFERENCE**

To assist the local committee in making their plans, please complete this form and send it to the person listed at the bottom of this sheet.

Please make the following reservations for:

Friday Evening's Activities, April 7, 2017

# of Juniors \_\_\_\_\_

# of Seniors \_\_\_\_\_

Saturday's Noon Luncheon at the Conference, April 8, 2017

# of Juniors \_\_\_\_\_

# of Seniors \_\_\_\_\_

Please list any special dietary needs or allergies for Junior and/or Senior Members: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Unit # \_\_\_\_\_ Unit Location \_\_\_\_\_

District # \_\_\_\_\_ Motel where group is housed \_\_\_\_\_

Signed \_\_\_\_\_

Position \_\_\_\_\_

Address \_\_\_\_\_

Telephone # \_\_\_\_\_

**CONFERENCE RESERVATIONS MUST BE MADE BY FRIDAY, MARCH 3, 2017**

Mail reservation form to:

Pam Hoshal  
Dept. Junior Activities Chairman  
1129 Willowbrook Circle  
Delano, MN 55328



# American Legion Auxiliary

Department of Minnesota  
State Veterans Service Building  
20 W 12<sup>th</sup> St #314 St Paul MN 55155  
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Toll Free 1-888-217-9598  
Email – deptoffice@mnala.org – Website – www.mnala.org

## Media Release Consent Form

1. I, the undersigned, hereby authorize American Legion Auxiliary, Department of Minnesota to photograph me, take motion pictures of me, take video footage of me, and/or make electronic sound recordings of me (herein referred to as photographic or electronic reproductions) as well as use my name and likeness.
2. I authorize the use of any such photographic or electronic reproductions and my name and likeness for any purpose, including, but not limited to, educational and other public media as may be deemed appropriate by the American Legion Auxiliary, Department of Minnesota (I understand that I may be identifiable from such photographic or electronic reproduction) for nonprofit public purposes.
3. I understand that I will not be compensated financially for such uses.

Agreed and accepted by:

Print Name \_\_\_\_\_

Title \_\_\_\_\_

Address \_\_\_\_\_

City, State, ZIP \_\_\_\_\_

Phone \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

### PARENTAL CONSENT

I certify that I am the parent or guardian of the individual above, \_\_\_\_\_, a minor under the age of eighteen years. I hereby agree to assume legal responsibility for his/her authorization referred to in this General Media Release.

\_\_\_\_\_  
Signature of Applicant's Parent/Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Address of Parent/Guardian (if different)

(\_\_\_\_\_) \_\_\_\_\_  
Phone Number (if different)

\_\_\_\_\_  
City, State, ZIP Code



**HOUSING ACCOMMODATIONS  
2017 DEPARTMENT JUNIOR CONFERENCE**

Country Inn and Suites  
1954 Broadway Avenue  
Forest Lake, MN 55025  
651-982-9799

Room Types:	Traditional Queen	\$99.00
	Traditional King	\$99.00
	King Suites:	\$109.00

ALL ROOM RATES ARE SUBJECT TO A 7.125% SALES TAX

**RESERVATIONS:**

Method: Individual Reservations hold a variety of room types

**GUARANTEE AND BILLING:**

Guarantee method: Credit card on file

**CANCELLATION POLICY:**

There is a 24 hour cancellation policy

**COMMENTS AND SPECIAL INSTRUCTIONS:**

All rates are quoted without tax. All reservations that are reserved from the group block must be guaranteed with a credit card and a valid credit card must be presented at check in. Individual reservations must be cancelled 24 hours prior to arrival. Special requests should be made at the time of reservation. We will make every effort to meet special requests but cannot make any guarantees. To avoid double bookings and to promote a smooth check in process, please have individuals reserve their own rooms. We highly recommend that guests only reserve rooms that they will be occupying. Reserved three or more rooms under the same name is subject to immediate billing.

Reservations must be received by March 7, 2017, thereafter, reservations will be taken on a space available basis only.

Group Name: American Legion Junior Auxiliary

Other hotel close to the Country Inn and Suites:

AmericInn – located at 1291 West Broadway, Forest Lake, MN. The telephone number is 651-464-1930. The room rate is \$99.90 plus taxes.