



American Legion Auxiliary

Department of Minnesota
State Veterans Service Building
20 W 12th 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 16, 2019

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

RE: CALL TO 2020 DEPARTMENT JUNIOR CONFERENCE

The 57th Annual Junior Conference of the Department of Minnesota, American Legion Auxiliary, is hereby called to be held at the Waite Park American Legion Post 428, 17 2nd Ave. No., Waite Park, MN 56387 at 9:00 a.m. on Saturday, April 18, 2020, 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 Waite Park American Legion Post 428, 17 2nd Ave. No., Waite Park, MN.

Advisory Committee Meeting
Friday, April 17th at 7:30 p.m.

Registration
Friday, April 17th from 6:00 p.m. – 8:00 p.m. and Saturday, April 18th from 8:00 a.m. – 9:00 a.m.

Processional Practice**
Saturday, April 18th at 8:00 a.m.

Senior Advisor /Senior Judges Meeting
Saturday, April 18th at 8:00 a.m.
All Senior members are invited to attend

Conference Call to Order
Saturday, April 18th 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.

(over)

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. 12th 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.

(over)

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 Waite Park American Legion Post 428. The Conference is hosted by our Sixth District. Housing information for the Junior Conference is attached to this Call to Conference.

FRIDAY EVENING'S FESTIVITIES

On Friday evening, April 17th, a Junior fun evening will be held starting at 6:00 pm at the Waite Park American Legion for all Juniors. The Sixth District is planning a fun evening for the Juniors to get better acquainted and have fun together. Food and beverages 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 Waite Park American Legion Post 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 Emily's program of focus is a joint venture with all of the Junior members. She would like to have enough funds to give each of the five Veterans Homes \$600.00 for what their needs may be at the time of this Junior Conference.

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 6, 2020.
- There has been a block of rooms reserved for Junior Conference at the Hampton Inn & Suites, 145 37th Ave N, St. Cloud, MN 56303. Call 320-252-4448 for reservations – group name is Junior Conference.
- 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 6, 2020.

The registration fee for the Department Junior Conference is \$10.00/person and should be paid when you arrive at the Waite Park American Legion and register at the Conference. If you would like to prepay, please send your check along with your registration form.

Donna Arends
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.**

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 18, 2019 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

Classes for each contest:

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

Awards:

- 1st Place: \$10.00 cash award and certificate
2nd 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 Emily's theme: "Juniors Catching Veterans Hearts" using the softball. 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 Emily's theme: "Juniors Catching Veterans Hearts" using the softball.

3. Poppy Jewelry/Accessories Contest

To the Junior member in each class with the best Poppy jewelry or accessory using Honorary Department Junior President Courtney's theme: "Juniors Catching Veterans Hearts" using the softball.

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.

PRE-REGISTRATION

2020 DEPARTMENT JUNIOR CONFERENCE

The following members will be attending the 2020 Department Junior Conference:

JUNIOR MEMBERS

NAME	AGE	COMMITTEE ASSIGNMENT PREFERRED

SENIOR MEMBERS

NAME	COMPLETE ADDRESS	# of Years as Junior Advisor	Committee Assignment Preferred

UNIT # _____ UNIT LOCATION _____

DISTRICT # _____ Motel where group is housed _____

Signed _____

Position _____

Address _____

Telephone # _____

PLEASE RETURN REGISTRATION FORM BY FRIDAY, MARCH 6, 2020. (A copy to both the Department Honorary Junior President and the Department Junior Activities Chairman).

Emily Suess, Dept. Honorary Junior President
% Robin Dorf
PO Box 1236
Monticello, MN 55362

Donna Arends
Junior Activities Chairman
25891 344th Ave.
Battle Lake, MN 56515

2020 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 17, 2020

of Juniors _____

of Seniors _____

Saturday's Noon Luncheon at the Conference, April 18, 2020

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 6, 2020

Mail reservation form to:

Donna Arends
Dept. Junior Activities Chairman
25891 344th Ave.
Battle Lake, MN 56515



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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
2020 DEPARTMENT JUNIOR CONFERENCE**

Hampton Inn & Suites
145 37th Ave North
St. Cloud, MN 56303

Room Types: Traditional Queen \$124.00

ALL ROOM RATES ARE SUBJECT TO SALES TAX

RESERVATIONS:

Method: Individual Reservations hold a variety of room types
Call 320-252-4448

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 April 17, 2020, thereafter, reservations will be taken on a space available basis only.

Free hot breakfast and free WiFi is available.

Group Name: Junior Conference