

2018  
DEPARTMENT  
JUNIOR  
CONFERENCE  
PLANNING  
BOOK

A SPECIAL THANK YOU TO THE FOURTH DISTRICT FOR YOUR  
WILLINGNESS TO HOST THE 2018 DEPARTMENT JUNIOR CONFERENCE  
FOR OUR JUNIOR MEMBERS.

The Department Junior Conference is a Department function that is coordinated through Department via the Department Junior Activities Chairman and the Department Honorary Junior President with your local committee.

The Fourth District will serve as host as the conference is awarded to the District, so unit involved with the planning can ask other units in the District for volunteers and donations.

There are a number of things the District and Unit will be required to do, so the first plan of events is to appoint a conference chairman. The Junior Activities chairman of your Unit will be working closely with the conference chairman, but there should be more host members working on the conference.

Department President	Donna Arends
Department Junior Activities Chairman	Tamara Opland
Department Honorary Junior President	Courtney Rogat
Department Office Contact	Sandie Deutsch

Department Junior Conference Chairman	Mary French
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Phone: 651-455-1841 and email [kenmaryf@comcast.net](mailto:kenmaryf@comcast.net)

4th District Junior Activities Chairman	Mary French
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Registration Chairman:	_____
Set up Chairman	_____
Food Committee Chairman	_____
Friday Night Activities Chairman	_____
Display Committee Chairman	_____
Cleanup Committee Chairman	_____

### FRIDAY NIGHT

#### Location

- \* Host chooses location: North St Paul American Legion Post 39
- \* Time: 6:00 – 9:00pm

### Registration (6:00 p.m. to 8:00 p.m.)

- \* All registrations will go to the Department Junior Activities Chairman: Tamara
- \* Department Junior Activities chairman will email updates to Registration Chairman as received
- \* Hosts will need two volunteers working registration table as guests arrive
- \* Table and chairs should be set up for those arriving Friday night
- \* Name tags (pins if needed)
- \* Pens/pencils     Markers/Tape
- \* There are only two complimentary registrars for the conference: Department Honorary Department Junior President Courtney Rogat and Department Honorary Junior Secretary
- \* All other guests (Juniors and Seniors) must register

### Small Meeting Room (7:30 p.m.)

- \* Friday night Junior Advisory Board meeting for Juniors and Seniors
- \* Host arranges seating with head table arrangements
- \* Chairs for 30 to 35

### Activities

- \* Host District chooses activities (“to do” and “fun”)
- \* Dinner – Taco in a bag
- \* Munchies
- \* Beverages
- \* Grab bags

## SATURDAY

Approximately 150 members will be in attendance

2014 -

2015 -

2016 -

### Setup

- \* Tables and chairs with center aisle for processional. Earmark the areas for the different districts
- \* Tables for senior members (back of room) as only one senior member sits at the with the Juniors
- \* Display table for Poppy Contests and Scrapbook contest
- \* Signs to denote placement of contest entries
- \* Head table, complete with podium and microphone
- \* Door prizes (mentioned in standing rules)
- \* Piano and someone to play it for the conference for processional, recessional and guests as they arrive
- \* Set up should be finished prior to 8:00 am

### Decorations

- \* Department Honorary Junior President Courtney Rogat theme as the conference theme
  - > Theme: “Veterans Allow Color in the lives of Juniors”
  - > Symbol: Crayon
- \* Poppy corsages for Honorary Junior Officers (8) and Dignitaries (\_\_\_)
- \* Districts (10) with different colored centerpieces or signs
- \* Table decorations provided by the hosts

### Saturday morning registration (8:00 a.m. to 9:00 a.m.)

- \* Hosts will need two volunteers working registration table as guests arrive
- \* Tables and chairs
- \* Name tags (pins if needed)
- \* Pens/pencils    Markers/Tape

- \* There are only two complimentary registrars for the conference: Department Honorary Junior President Courtney Rogat and Department Honorary Junior Secretary
- \* All other guests must register

### Small meeting room

- \* Senior Advisor/Senior Judges Meeting on Saturday April 14th at 8:00 a.m.
- \* All Senior members are asked to attend
- \* Also serves as Tellers room

### Opening Processional Rehearsal (8:00 a.m.)

- \* Center aisle preferred
- \* Ribbons provided by Department
- \* Flags and standards are brought by Districts and Department
- \* Need area to store cases, etc. during conference
- \* Host Unit shall lead the processional (standing rules) - will need two color bearers

### Voting (during lunch)

- \* Area in the main conference room if available
- \* Private tellers room (small conference room)
- \* Ballot box provided by Department
- \* Tellers are Junior members with one Senior member

### Saturday Lunch

- \* Host provides all that is necessary for the noon meal
- \* Host plans menu
- \* Please use child preferences in planning

### Finance per Standing Rules

- \* A statement of receipt and disbursement from the host District shall be sent to the Department Junior Activities Chairman immediately following the Department Junior Conference.

- \* Department Junior Conference registration and noon meal charge determined by the Department Junior Activities Chairman, Department President and host District.

The host District shall pay for:

- \* The noon meal provided for those in attendance at the Conference.
- \* Registration and meals for the Department Honorary Junior President and Department Honorary Junior Secretary.
- \* Corsages for Department Honorary Junior Officers and Distinguished Guests.
- \* Badges
- \* Door prizes, if desired
- \* The Department Junior Conference Fund shall receive one-fourth ( $\frac{1}{4}$ ) of the amount collected for registration at the Annual Junior Conference. This amount shall be forwarded by the Department Junior Activities Chairman to the Department Office.

#### Hotel Arrangements (Holiday Inn & Suites in Vadnais Heights)

- \* Block 51 rooms for Juniors, advisors and guests
  - > 2014 blocked - 50
  - > 2015 blocked - 75
  - > 2016 blocked -

The Holiday Inn & Suites in Vadnais Heights, MN has a block of 51 rooms under the block name American Legion Auxiliary & Juniors until March 1, 2018. After that date, rooms not picked up will be released. Check-ins may begin at 3:00pm on the date of arrival, with check out at 11:am on the date the reservation ends.

The cost of the rooms are \$132.07 which includes all taxes. There will be a \$20.00 incidentals add on arrival making it \$152.07. the \$20.00 is credited back if not used.

- \* Indoor pool preferred
- \* Close to facility

#### Programs

- \* Programs are printed by Department Office
- \* Department Honorary Junior President Courtney designs the cover

\* Agenda is done by the Department Honorary Junior President Courtney

Call to Conference (sent out December)

Printed by Department Office and sent out to all Department Honorary Junior officers, District Honorary Junior Presidents, District Junior Activities Chairmen and included in the unit mailing and on the Department website.

Tamara's deadline is November for all needed information:

Date: April 13-14, 2018

Place of conference: North St Paul American Legion Post 39

Address: 2678 East 7<sup>th</sup> Ave  
North St Paul, Mn 55109  
Phone: 651-777-3708

Hotel American Inn Express & Suites  
1100 East County Road E  
Vadnais Heights, Mn 55110  
Phone: 651-484-2400

Registration Price: \$10.00 -- This is set by host unit and Department Junior Activities Chairman

In past \$10.00 – 1/4 of registration goes to department and 3/4 goes to host district for costs.

Maps: Location of conference site and hotels, etc

Friday Night Activities:

Times: 6-9pm

Location: North St Paul American Legion Post 39

Food included and what? Taco in a bag

Activities

