



American Legion Auxiliary

Department of Minnesota
State Veterans Service Building
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DEPARTMENT PRESIDENT'S VISITS HELPFUL HINTS

1. The Department President will be in the field whenever and wherever she can.
 - a. She has dedicated this year to serving the American Legion Auxiliary as Department President. It is suggested the Units/Districts invite the Department President as soon as they have established a function date.
2. She has to be invited to attend.
 - a. Invitations are to be in writing or email and sent into the Department office.
 - 1) Please no oral invitations. You might mention something to her, but then it must be followed up by a written invitation
 - 2) It is not officially on her calendar until you receive a written response, email or call back from the Department Secretary.
 - b. Invitations are on a first-come-first-served basis, usually
 - 1) District Mid-Winters, Testimonials, District Conventions, and District Membership Rallies are some exceptions. She would like to see the dates for all the District Rallies, Mid-Winters, and the District Testimonials, etc. so that she can plan her schedule to include as many of them as possible.
 - c. Pick out the most important event of your Unit to invite her to, **but make certain it is something she can participate in**, not just eat and leave.
3. Due to driving miles and miles, she would appreciate if Units could get together (like some already do) and invite her to a joint function.
 - a. Invite outside groups to your meeting so she can meet them and share the message of The American Legion Auxiliary
 - 1) You can make arrangements for her to speak to an outside group when she is in your community, such as the Chamber of Commerce, the Lions, The Moose, The Elks, etc.
4. She prefers working meetings or something that she can get involved with and be helpful with.
 - a. Unit and District meetings, Unit and District activities.
 - b. She wants to contribute in a meaningful way
 - 1) She can eat at home. She doesn't have to travel miles and miles just to eat.
 - c. **Always** give her time on the program for her to bring a message.

(over)

5. Please use the form included with this notice. If you can't find the form, it is on our website under FORMS.
6. She will usually have someone with her, as a general rule. If she is alone, please have an escort to her car when she leaves a function. If it is a joint function with The Legion, please indicate that on the invitation.
7. Do NOT read her Press Release when introducing her.
 - a. She should be introduced as the/our Department President, (Name)
 - 1) Remember, the more important the person, the shorter the introduction
 - b. Press Release is for the media
8. Motel Reservations
 - a. If she determines she needs motel reservations, she will make her own as she can then plan her itinerary accordingly. She may decide to drive part way to the next function (or home).
 - b. The cost of a hotel is the responsibility of the Department President, not the Unit.
9. Courtesies:
 - a. No Unit or District is responsible for any traveling expenses for the Department President.
 - b. Dinner tickets, drinks, etc. should be offered her - and her traveling companion - as a courtesy.
10. Hostess:
 - a. If someone is going to meet her someplace, please indicate the name of the person and when/where they will meet her.
 - b. Upon her arrival, if not already covered in the invitation, be certain to let the President know where she is going to sit.
 - 1) Give her any last minute information she might need so that she is prepared for the evening
 - a. Do not ask the President (or any Department guests) for a donation to one of your projects or to purchase a raffle ticket, etc. Remember, she is out in the field a great deal of the time, and it all adds up.
 - c. Provide someone to be her hostess for the evening.
 - 1) Don't have them stick to her like glue
 - 2) This would be someone the President could turn to if she had a question, etc.
 - 3) If she has a traveling companion, it would be a nice gesture to introduce him/her to others in attendance
 - a) The same courtesy should be extended to the Commander's wife.
11. Please pass this information onto your Units as well as to the Posts and Legionnaires.

If you have any questions about inviting the Department President to a function, please feel free to contact Sandie Deutsch (email sandie@mnala.org) or call the Department office.