



DEPARTMENT PRESIDENT'S VISITS HELPFUL HINTS 2026-2027

1. The Department President will be in the field whenever and wherever she can.
 - a. Linda 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 and sent into the Department office (not her home)
 - 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 or email 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 it if Units could get together (like some already do) and invite her to a joint function.
 - a. Invite outside groups to your meeting so Linda can meet them and share the message of The American Legion Auxiliary
 - 1) You can make arrangements for Linda 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. Linda 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
 - c. **Always** give her time on the program for her to bring a message.
5. Helpful items that should be included in an invitation:
 - a. Time
 - b. Place
 - c. Type of event
 - d. Who will be there? Is it a joint function with the Legion or is it Auxiliary only?
 - 1) Will there be any other special visitors present?
 - e. Where - an address/street name (even a rough sketch of a map is helpful)
 - 1) A telephone number of where she is going and/or contact person.
 - f. What you expect of her when she is there
 - 1) Is she to give the main speech? Is it for greetings only?
 - a) Who else is on the program?
 - 2) Approximately how long will she have to speak?
 - g. Type of dress (casual, slacks, business, etc)
 - h. Let her know if a guest of the President's is welcome to attend.

6. If Linda is alone, please have an escort to her car when she leaves a function.
7. Do NOT read her BIO when introducing her.
 - a. She should be introduced as the/our Department President, Linda Kelly
Remember, the more important the person, the shorter the introduction
 - b. Press Release is for the media
8. Motel Reservations
 - a. If Linda decides 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).
 - 1) We might ask for the name/address/phone number of a motel in the area, in case she decides to stay over.
 - 2) A Super 8, Econ-o-Lodge, etc. would be just fine. (Comfortable and clean is all she asks for.)
 - b. Linda would prefer to stay in a motel rather than someone's home.
 - 1) Needs to relax and put her feet up
 - 2) She may have to catch up on some work and needs time to do so.
 - c. Costs for her motel accommodation are not the responsibility of the Unit or District
 - 1) The Department President does receive travel funds from the Department
 - 2) If the Unit/District wishes to pick up the tab, that is their choice, but it is not an obligation.
 - d. Some Units have told us that they can't afford to have the Department President visit them, due to motel costs, etc. Please advise them that they are not responsible or obligated for such.
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 to 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

If you have any questions about inviting the Department President to a function, please feel free to contact the Department office.