



American Legion Auxiliary

A Community of Volunteers Serving Veterans, Military, and their Families

January 29, 2021

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

CALL TO 2021 DEPARTMENT JUNIOR CONFERENCE

The 58th Annual Junior Conference of the American Legion Auxiliary, Department of Minnesota, is hereby called to be held at the St. Augusta American Legion Post #621 – 1894 247th Street – St. Cloud, MN 56301 at 9:00 a.m. on Saturday, April 10, 2021 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 St. Augusta American Legion Post #621 – 1894 247th Street – St. Cloud, MN 56301

Registration	Friday, April 9 th Saturday, April 10 th	6:00 p.m. – 8:00 p.m. 8:00 a.m. – 9:00 a.m.
Advisory Committee Meeting [See below for who attends]	Friday, April 9 th	7:30 p.m.
Processional Practice**	Saturday, April 10 th	8:00 a.m.
Senior Advisor/Senior Judges Meeting	Saturday, April 10 th	8:00 a.m. All Senior members are requested to attend
Conference Call to Order	Saturday, April 10 th	9:00 a.m.

The Advisory Committee is comprised of the Department Junior Activities Chairman, Honorary Department Junior President, Secretary, 1st Vice President, 2nd Vice President, Secretary, District Junior Presidents and District Junior Activities Chairmen. Also included are the Department Junior Conference Parliamentarian and Senior Secretary.

*****Processional - Each district is encouraged 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.***

American Legion Auxiliary Department of Minnesota

State Veterans Service Bldg. - 20 W. 12th St. Suite #314 – St. Paul, MN 55155 | P: (651) 224-7634 | F: ((651) 224-5243 | (888) 217-9598
deptoffice@mnala.org | Website: www.mnala.org

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.

<u>Junior Membership</u>	<u>Number of Delegates</u>
1-7	2 delegates
8-22	3 delegates
23-37	4 delegates
38-52	5 delegates
53-67	6 delegates
68-82	7 delegates
83-97	8 delegates
98-120	9 delegates

ONLY Junior Members will be allowed to speak on the Conference floor. Senior members are advisors only. This is the **JUNIOR'S** Conference. Juniors will be seated by District with one advisor per District. If space allows, one advisor per Unit may also sit with the Juniors. The District Junior Activities Chairman will be the Senior Advisor for her District if she is present.

ENDORSEMENTS

Endorsements for Department Honorary Junior Officers shall be sent to the Department Secretary as soon as possible. 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:

Marsha Bible, Department Secretary
American Legion Auxiliary
State Veterans Service Building
20 W. 12th Street, Room 314
St. Paul, MN 55155

Or email to marsha@mnala.org

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.

DISTRICT CONFERENCES

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

COVID 19 MANDATES

Covid 19 Mandates will be strictly followed including wearing of a proper mask, social distancing and any other rules in place at the time of the conference. Please do not bring anyone who has experienced any covid symptoms or been exposed to covid within the last 14 days. These rules apply both at the hotel and at the St. Augusta American Legion.



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CONFERENCE LOCATION

The Department Junior Conference will be held at the St. Augusta American Legion Post #621. The conference is hosted by the Sixth District. Housing information for the Junior Conference is attached to this Call to Conference.

FRIDAY EVENING'S ACTIVITIES

On Friday evening, April 9th, a fun evening is planned for the Juniors beginning at 6:00 p.m. at the St. Augusta American Legion. The Sixth District is planning a fun evening so that the Juniors can make new friends, rekindle friendships they already have and have lots of fun together. Food and beverages will be provided for Friday evening and is included in the registration fee. Food will be served from 6:00 p.m. to 7:00 p.m. This will be a fun time for everyone, especially since we had to cancel last year's conference and the Juniors are missing their friends as much as the Seniors are.

Registration begins at 6:00 p.m. and the Advisory Committee's meeting begins at 7:30 p.m.

DEPARTMENT HONORARY JUNIOR PRESIDENT'S PROJECT

Department Honorary Junior President Emily's program of focus is a joint venture with all the Junior members. She would like to have raise enough funds to support the Minneapolis and St. Cloud VA Health Care Systems. The funds raised will be split evenly between the two facilities to provide items like those the Juniors provided to the State Veterans Homes last year.

Please complete the enclosed forms and return them as noted on each form. It is very important this year that we have a true registration of all attendees including their names, addresses, phone numbers and an email address.

- Pre-registration form (in duplicate) so that our Department Honorary Junior President can make some tentative committee appointments prior to the Conference. Due date is Tuesday, March 9, 2021.
- A block of hotel rooms is reserved for the Junior Conference at the Holiday Inn Express – 4322 Clearwater Road – St. Cloud, MN 56301. All rooms are double queens and the rate is \$100 per night plus taxes. Call 320-240-8000 for reservations. ***The group name is American Legion Auxiliary Juniors***
- A Media Release Consent Form must be completed for each Junior member and signed by their parent or guardian.
- The registration form for the local committee indicating the number attending from your Unit is also attached. This helps the local committee to plan for supplies for activities and food that is needed. Deadline for registration is ***Tuesday, March 9, 2021.***

The registration fee for the Department Junior Conference is \$15.00 per person and should be paid when you arrive at the St. Augusta American legion and register for the Conference. If you would like to prepay, please send your check along with your registration form. Checks should be made payable to: ***6th District American Legion Auxiliary.***

Donna Arends
Junior Activities Chairman

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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 do not forget to take all entries home with you!**

The following awards will be presented at the Department Junior Conference. There is a no limit to the number of entries per unit (1 entry per Junior, per contest) for these contests. All entries must be at the Conference by 9:00 a.m. on Saturday, April 10, 2021 for judging. Entries that were made in anticipation of the 2020 Department Junior Conference may be submitted.

Please make sure every entry has an envelope attached with the contest name and class number on the outside. Please put a paper inside the envelope with the Junior member's name, Unit number, location, and district. The envelope must be sealed.

Classes & Awards

Class I	Ages 6 years and under
Class II	Ages 7 – 12 years
Class III	Ages 13 – 28 years

Awards

1 st Place	\$10 cash award for each class
2 nd Place	\$5 cash award for each class

POPPY CORSAGE/BOUTONNIERE CONTEST

To the Junior member in each class with the best Poppy corsage or boutonniere using Honorary Department Junior President Emily Suess' theme: "Juniors Catching Veterans Hearts" using the softball. Entries are to be placed in a Ziploc bag with a corsage pin. All white tags must be removed from the poppies.

POPPY CENTERPIECE CONTEST

To the Junior member in each class with the best Poppy centerpiece using Honorary Department Junior President Emily Suess' theme "Juniors Catching Veterans Hearts" using the softball. All white tags must be removed from the poppies.

POPPY JEWELRY/ACCESSORIES CONTEST

To the Junior member in each class with the best Poppy jewelry or accessory using Honorary Junior President Emily Suess' theme "Juniors Catching Veterans Hearts" using the softball. All white tags must be removed from the poppies.

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. All white tags must be removed from the poppies.

- All white tags must be removed from the poppies.



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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 reproductions for non-profit public purposes.
3. I understand that I will not be compensated financially for such uses.

Print Name _____
Title _____
Address _____
City, State, Zip _____
Phone _____
Email Address _____

PARENTAL CONSENT

I certify that I am the parent and/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) _____ Cell Phone Number _____

City, State, Zip Code _____ Email Address _____

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2021 DEPARTMENT JUNIOR CONFERENCE

Please complete this form so that the local committee can make their plans and have an accurate count of how many people to expect for food and activities.

Please make the following reservations for:

Friday Evening Activities – April 9, 2021

of Junior members _____

of Senior members/guests _____

Saturday Noon Lunch at the Conference – April 10, 2021

of Junior members _____

of Senior members/guests _____

Please list any special dietary needs or allergies for Junior and/or Senior members:

Unit # _____ Unit Location _____

District # _____ Motel where group is staying _____

CONFERENCE RESERVATIONS MUST BE MADE BY TUESDAY, MARCH 9, 2021

Mail reservations to:

Donna Barbknecht
Department Junior Activities Chairman
25891 344th Avenue
Battle Lake, MN 56515

**HOUSING ACCOMODATIONS
2021 DEPARTMENT JUNIOR CONFERENCE**

Holiday Inn Express
4322 Clearwater Road
St. Cloud, MN 56301

Room Type: Double Queen \$100.00

ALL ROOM RATES ARE SUBJECT TO SALES TAX

RESERVATIONS: Individual reservations hold your room
Call 320-240-8000

GROUP NAME: American Legion Auxiliary Juniors

GUARANTEE AND BILLING: Guaranteed by credit card

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 check-in time. Special requests should be made at the time of reservation. They recommend that guests only reserve rooms that they will be occupying.

Amenities include complimentary breakfast served daily, free wi-fi, an indoor pool and a 24 hour fitness center. There are 113 guestrooms in this hotel.

Property follows a brand or regulatory agency's sanitization guidelines Clean Promise (IHG)
Shield between guests and staff in main contact areas
Contactless check-out is available
Property confirms they are implementing guest safety measures
Temperature checks are available to guests
Staff temperature checks are conducted regularly
Property is cleaned with disinfectant
Guests are provided with free hand sanitizer
Property confirms they are implementing enhanced cleaning measures
Staff wears personal protective equipment
Masks are available to guests
Bed sheets and towels are washed at a temperature of at least 60°C/140°F
Protective clothing is available to guests
No rollaway/extra beds available
Commonly-touched surfaces are cleaned with disinfectant

DEADLINE FOR RESERVATIONS IS MARCH 9, 2021

2021 DEPARTMENT JUNIOR CONFERENCE PRE-REGISTRATION

NOTE: Due to the current rules concerning COVID, it is important that we have a all of the information requested below. Please print legibly!

JUNIOR MEMBERS

NAME	AGE	COMPLETE ADDRESS (inc. zipcode)	EMAIL ADDRESS	PHONE NUMBER	COMMITTEE ASSIGNMENT PREFERRED

SENIOR MEMBERS

NAME	COMPLETE ADDRESS (inc. zipcode)	EMAIL ADDRESS	PHONE NUMBER	COMMITTEE ASSIGNMENT PREFERRED

UNIT # _____ UNIT LOCATION _____ DISTRICT # _____
 DISTRICT # _____ MOTEL WHERE GROUP IS STAYING _____

SUBMITTED BY _____
 POSITION _____
 ADDRESS _____
 PHONE NUMBER _____
 EMAIL ADDRESS _____

Please send one copy to
 Emily Suess, Jr. President
 c/o Robin Dorf
 PO Box 1236
 Monticello, MN 55362

And another copy to
 Donna Barbknecht, Jr. Chairman
 25891 344th Ave.
 Battle Lake, MN 56515

DEADLINE FOR REGISTRATION IS TUESDAY, MARCH 9, 2021