



## *American Legion Auxiliary*

Department of Minnesota  
State Veterans Service Building  
20 W 12<sup>th</sup> St. #314 St Paul MN 55155  
Telephone 651-224-7634 Fax 651-224-5243  
Toll Free 1-888-217-9598  
Email – [deptoffice@mnala.org](mailto:deptoffice@mnala.org)  
Website - [www.mnala.org](http://www.mnala.org)

DATE: December 21, 2018

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

RE: CALL TO 2019 DEPARTMENT JUNIOR CONFERENCE

The 56th Annual Junior Conference of the Department of Minnesota, American Legion Auxiliary, is hereby called to be held at the Minneapolis Richfield American Legion Post 435, 6501 Portland Ave. S., Richfield, Minnesota at 9:00 a.m. on Saturday, April 13, 2019, 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 -**

Advisory Committee Meeting\*

Friday, April 12<sup>th</sup> at 7:30 p.m., Baymont Inn & Suites, 1200 E 78<sup>th</sup> St., Richfield, MN

Registration

Friday, April 12<sup>th</sup> from 6:00 p.m. – 8:00 p.m., Baymont Inn & Suites, 1200 E 78<sup>th</sup> St., Richfield, MN and Saturday, April 13<sup>th</sup> from 8:00 a.m. – 9:00 a.m., Richfield American Legion Post 435, 6501 Portland Ave. S, Richfield, MN

Processional Practice\*\*

Saturday, April 13<sup>th</sup> at 8:00 a.m.

Senior Advisor /Senior Judges Meeting

Saturday, April 13<sup>th</sup> at 8:00 a.m.

All Senior members are invited to attend

Conference Call to Order

Saturday, April 13<sup>th</sup> 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. 12<sup>th</sup> 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 Minneapolis Richfield American Legion Post 435. The Conference is hosted by our Fifth District. Housing information for the Junior Conference is attached to this Call to Conference.

### **FRIDAY EVENING'S FESTIVITIES**

On Friday evening, April 12<sup>th</sup>, a Junior fun evening will be held starting at 6:00 pm tentatively at the Baymont Inn & Suites for all Juniors. The Richfield Post will be a back-up location. The Fifth District is planning a fun evening for the Juniors to get better acquainted and have fun together. Food 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 Baymont Inn & Suites and at 7:30 p.m. Friday evening, the Advisory Committee will hold their meeting at the Baymont Inn & Suites.

### **DEPARTMENT HONORARY JUNIOR PRESIDENT'S PROJECT**

Department Honorary Junior President Harley's program of focus is to raise funds for the VA Homes and Hospitals for their activity programs.

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 1, 2019.
- Hotel reservations must be made by March 12, 2019. All reservations should be made with the Baymont Inn & Suites, 1200 E 78<sup>th</sup> St., Richfield, MN 55423. The direct telephone number is 612-869-8600. Block name: ALA Juniors.
- 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 1, 2019.

The registration fee for the Department Junior Conference is \$10.00/person and should be paid when you arrive at the Richfield American Legion and register at the Conference.

Kristen Donnelly  
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 13, 2018 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:**

1<sup>st</sup> Place:       \$10.00 cash award and certificate  
2<sup>nd</sup> 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 Harley's theme: "Juniors Working Their Magic for Veterans. 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 Harley's theme: "Juniors Working Their Magic for Veterans".

#### **3. Poppy Accessories Contest**

To the Junior member in each class with the best Poppy jewelry or accessory using Honorary Department Junior President Harley's theme: "Juniors Working Their Magic for Veterans".

#### **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.

**5. Poppy Junior Membership Recruitment Board**

To the Junior member in each class with the Poppy Junior Membership Recruitment Board using Honorary Department Junior President Harley's theme: "Juniors Working Their Magic for Veterans".

**6. Poster Board**

To the Junior who designs the most creative Poster Board using Honorary Department Junior President Harley's theme: "Juniors Working Their Magic for Veterans". Include your Unit name, pictures, artwork or anything that you have done throughout the year.

There will also be one Poster Board as a Unit entry. This is replacing the Scrapbook contest.

**PRE-REGISTRATION**

**2019 DEPARTMENT JUNIOR CONFERENCE**

The following members will be attending the 2019 Department Junior Conference:

**JUNIOR MEMBERS**

<b>NAME</b>	<b>AGE</b>	<b>COMMITTEE ASSIGNMENT PREFERRED</b>

**SENIOR MEMBERS**

<b>NAME</b>	<b>COMPLETE ADDRESS</b>	<b># of Years as Junior Advisor</b>	<b>Committee Assignment Preferred</b>

UNIT # \_\_\_\_\_ UNIT \_\_\_\_\_

LOCATION \_\_\_\_\_

DISTRICT # \_\_\_\_\_ Motel where group is housed \_\_\_\_\_

Signed \_\_\_\_\_

Position \_\_\_\_\_

Address \_\_\_\_\_

Telephone # \_\_\_\_\_

PLEASE RETURN REGISTRATION FORM BY FRIDAY, MARCH 1, 2019

Harley Donnelly  
Department Honorary Junior President  
701 3<sup>rd</sup> St. N  
Swea City, IA 50590

Kristen Donnelly  
Junior Activities Chairman  
701 3<sup>rd</sup> St. N  
Swea City, IA 50590

**2019 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 12, 2019

# of Juniors \_\_\_\_\_

# of Seniors \_\_\_\_\_

Saturday's Noon Luncheon at the Conference, April 13, 2019

# 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 1, 2019**

Mail reservation form to:

Kristen Donnelly  
Dept. Junior Activities Chairman  
701 3<sup>rd</sup> St. N.  
Swea City, IA 50590



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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 \_\_\_\_\_

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  
(\_\_\_\_)\_\_\_\_\_

\_\_\_\_\_  
Phone Number (if different from above)

\_\_\_\_\_  
Address of Parent/Guardian (if different from above)

\_\_\_\_\_  
City, State, ZIP Code (if different from above)



**HOUSING ACCOMMODATIONS  
2019 DEPARTMENT JUNIOR CONFERENCE**

Baymont Inn & Suites  
1200 E 78<sup>th</sup> St.  
Richfield, MN 55423  
612-869-8600

Room Types:	Traditional Queen (2 beds)	\$86.00 plus tax
	Traditional King (1 bed)	\$86.00 plus tax

ALL ROOM RATES ARE SUBJECT TO A 7.125% SALES TAX

**RESERVATIONS:**

Method: Individual Reservations hold a variety of room types

**GUARANTEE AND BILLING:**

Guarantee method: Credit card on file

**CANCELLATION POLICY:**

There is a 24-hour cancellation policy

**COMMENTS AND SPECIAL INSTRUCTIONS:**

Reservations must be received by March 12, 2019 to receive the rates posted above. If reservations are made after March 12, 2019 the rate will be \$98.00 plus taxes.

There are 33 rooms with (2) queen beds and 12 rooms with 1 king bed available.

Group Name: ALA Juniors