



American Legion Auxiliary
Department of Michigan
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TO: Department Officers, District Presidents, Past Department Presidents
Department Standing Committees Chairmen and Members
V.A. Representatives and 1st Deputies, Non V.A. Hospital Chairman and 1st Deputy

FROM: Deborah Williamson, Department President

SUBJECT: **INFORMATION ON ANNUAL REPORTS AND 2019 DEPARTMENT CONVENTION**

ANNUAL REPORTS for the Annual Book of Reports are due in to Department on **May 10, 2019, no exceptions**. Please write a narrative report of your year as a Department Officer, District President, Department Chairman or Hospital Representative. Please e-mail it to Department as an attached Word document to: info@michalaux.org. Failure to meet the May 10th deadline may result in your report not being printed in the book.

DEPARTMENT CONVENTION convenes on Thursday, June 27th 2019 at the Radisson Hotel in Kalamazoo. The registration desk will open on Wednesday from 3-7 p.m. The Credentials desk will open Thursday, June 27th at 8:30 a.m. and will close on Saturday at 8:30 a.m.

CREDENTIAL INFORMATION: The "Official Call for Department Convention" appeared in the April/May 2019 issue of the Auxiliaire. Application forms for Delegate-at-Large credentials are enclosed. Department will verify receipt of your sheet and payment by e-mail or by snail mail. **YOU MUST REGISTER AT THE OFFICIAL CREDENTIAL DESK IN KALAMAZOO BEFORE 8:30 A.M. ON SATURDAY, JUNE 29, 2019 TO RECEIVE YOUR DELEGATE-AT-LARGE STICKER AND BE ENTITLED TO YOUR VOTE IN THE ELECTION HELD SATURDAY MORNING.**

DELEGATES-AT-LARGE: A Delegate-at-Large (All elected and appointed Department Officers, all members of Department Standing Committees, the Hospital Representatives and their FIRST DEPUTIES at the V.A. Medical Centers, Michigan Home for Veterans, D.J. Jacobetti Facility and all Non-V.A. Hospital Chairman and her First Deputy) must register EITHER as a Delegate-at-large, OR as a Unit Delegate. You CANNOT register as a Delegate-at-Large and a Unit Delegate.

FLAG REHEARSAL: The rehearsal for the Flag Processional will be held at 2:00 p.m. on Thursday afternoon, June 27th following the Executive Board meeting. **DISTRICT PRESIDENTS ARE REQUIRED TO ATTEND. FLAGS ARE NOT REQUIRED FOR THE REHEARSAL.** Please be sure to advise the Department Headquarters if you are planning to bring your colors to the convention

(don't forget the stands). A form is enclosed for this purpose for each District President. DEADLINE FOR REGISTRATION OF COLORS IS JUNE 1.

DISTRICT PRESIDENTS: Your District Caucuses will be held following Flag Rehearsal. Check your program carefully for place of your caucus.

Assign your Unit Delegates to attend the pre-Convention meetings following the District Caucus.

Please stress to your delegates the importance of attending the Pre-Convention Committee Meetings and your district caucus.

DRESS CODE FOR PROCESSIONAL COLOR BEARERS: The color bearers for the processional should wear all WHITE. NO slacks or split skirts permitted. NO gloves will be worn and NO jewelry other than a watch and rings.

MEMORIAL REHEARSAL AND SERVICE: Rehearsal for the Joint Memorial Service will be held on Friday, June 28th at 5:00 p.m. District Presidents are encouraged to contact their Legion District Committeeman and ask him to join her for the rehearsal in the auxiliary convention hall. The Department Chaplain requests that the District Presidents wear street length white dresses appropriate for the occasion and white shoes for the Memorial Service. No jewelry, except watches and rings are to be worn. Past Department Presidents and Department Officers are also expected to be in the Sunday processional with their respective Legion Officials. Please contact your Legion Officer and give him this information to ensure a perfect lineup. We will meet outside the convention hall area at 7:30 a.m. Sunday morning. PLEASE BE ON TIME! If you are late, your District will not be represented.

DISTRICT PRESIDENTS: Your District Caucuses will be held following Flag Rehearsal. Check your program carefully for place of your caucus.

Please stress to your delegates, the importance of attending the Pre-Convention Committee Meetings and your district caucus.