# AMERICAN LEGION AUXILIARY

In the Spirit of Service Not Self for Our Veterans, God and Country

**Department of Alaska**
**P.O. Box 242304**
**Anchorage, AK 99524**

President Barbe Wolkoff
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Kodiak, AK 99615
Phone: 907-539-5996
E-Mail: arbewolkoff@hotmail.com

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P.O. Box 242304
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**January 30, 2018**

## 96th DEPARTMENT OF ALASKA
## AMERICAN LEGION AUXILIARY CONVENTION
## APRIL 26-28, 2018

Call for the 96th Annual Department Convention of the American Legion Auxiliary, Department of Alaska.

In conformity with the action of the American Legion, Department of Alaska, and by the direction of the Department President Barbe Wolkoff, the 96th Annual Convention of the American Legion Auxiliary, Department of Alaska, is hereby called to be held at Spenard Post 28; 7001 Brayton Drive, Anchorage, Alaska, 99507-2488; April 26-28, 2018.

### PURPOSE

The convention is called for the purpose of electing officers for the ensuing year, amending the Department Constitution and Bylaws of the Department of Alaska and for the transaction of such business as may come before the convention.

### REPRESENTATION

Representation at the Convention shall be by delegates elected by Units in accordance with provisions of Article V, Sections 2 and 5 of the Department Constitution.

***"Section 2. Representation in the Department Convention shall be by Units. Each Unit shall be entitled to one delegate at large and one additional delegate for each ten (10) members or major fraction thereof whose current dues have been received by the Department Secretary thirty (30 days prior to the meeting of the Convention for which they are elected, and to one alternate for each delegate. The delegates and alternates shall be elected at a Unit meeting not less than two weeks before the Department Convention. Alternates shall have priority in the order of their election."***

**"*Section 5. Each delegate shall be entitled to one vote. The vote of any delegate absent and not represented by an alternate shall be cast by the majority of the delegates present from her Unit, each Unit voting her full strength."***

### REGISTRATION AND HOUSING

Registration and housing information from the Host Post Spenard Post 28 is included with this call to convention packet. Be sure to send the **Pre-Registration Form** and **Post AD Form and all required fees before the March 1, 2018 deadline to: Spenard Post 28, Attn: Convention Chairman, 7001 Brayton Drive, Anchorage, AK 99507-2488.**

**AMERICAN LEGION AUXILIARY**
**DEPARTMENT OF ALASKA**

**TO: ALL OFFICERS, CHAIRMEN, PAST DEPARTMENT PRESIDENTS AND MEMBERS OF THE DEPARTMENT OF ALASKA**

The attached Call to Convention is being sent along with forms that **MUST** be returned to the Department office **(ALA Department of Alaska, P.O. Box 242304, Anchorage, AK 99524)** before March 30, 2018.

**Please MAIL** the **(1) Special Memorandum** with proper fees included and the **(2) Auxiliary Delegate and Alternate Form** to the Department Secretary by **Friday, March 30, 2018.**

## (3) CERTIFICATION OF DELEGATES (CREDENTIALS) FORM

**(3) Certification of Delegates** (also known as "Delegate Credentials") Please **bring this form to the Convention** and hand to the Department Secretary upon arrival in the Convention hall. Delegates' Credentials must be properly signed by the Unit President and the Unit Secretary.

## (4) REQUEST FOR INFORMATION OF UNIT OFFICERS FORM

It is imperative that **all information requested be provided; names, addresses, telephone/fax numbers and email addresses** of newly elected Presidents, Secretaries and Unit officers. Please be sure this info is legible. This information is necessary for the directory that is made each year. This information will **NOT** be put on the web and is only intended for the use of the members of the American Legion Auxiliary Department of Alaska by inclusion in the Department of Alaska directory. Please bring the Request for Information of Unit Officers for 2018-2019 to the Department Secretary and hand it to her upon your arrival in the Convention hall.

## ENDORSEMENTS AND VOTING STRENGTH

Voting strength at the Department Convention will be based on Unit membership, which has been received at Department Headquarters 30 days prior to the Department Convention. (March 26, 2018)

President elect Debbie Lowndes has requested that the Incoming Department Officers of 2018-2019 wear semi-formal attire for installation.

## GUESTS

All members of the American Legion Auxiliary shall be admitted to the Convention hall as guests, but will be seated separately from elected delegates and will not have any vote or voice in the proceedings of the Convention.

## NATIONAL OFFICERS

National President Diane Duscheck will be present. Speaking schedules will be available at the convention.

**ATTEST:**

**Barbe Wolkoff**
**Department President**

**Barbara Nath**
**Department Secretary**

**AMERICAN LEGION AUXILIARY**
**DEPARTMENT OF ALASKA**

**96th Annual Department Convention**
**April 26-28, 2018**

# (1) SPECIAL MEMORANDUM – THIS APPLIES TO ALL UNITS IN THE DEPARTMENT OF ALASKA- ATTENDING CONVENTION OR NOT

Under the standing rules of the American Legion Auxiliary, Department of Alaska under Finance, it states that required bonding of Unit members handling funds and assessments for the Department Minutes and Bulletins: fifteen ($15.00) dollars must be remitted to the Department Secretary by April 1st of each year. Each Unit is also required to contribute fifteen ($15.00) dollars towards the gifts for the National President. One check can be made in the amount of $30.00 instead of two checks.

Please **MAIL FORM AND FEES** to the Department Secretary by **Friday, March 30, 2018 at:**

**American Legion Auxiliary**
**Department of Alaska**
**P.O. Box 242304**
**Anchorage, AK 99524**

**Name of Unit** _____ **Unit No.** _____

AMERICAN LEGION AUXILIARY
DEPARTMENT OF ALASKA

# (2) AUXILIARY DELEGATE AND ALTERNATE FORM

## 96th DEPARTMENT OF ALASKA CONVENTION
## April 26-28, 2018

**MAIL this form to Department Headquarters by Friday, March 30, 2018:**

**American Legion Auxiliary**
**Department of Alaska**
**P.O. Box 242304**
**Anchorage, AK 99524**

**The following members were elected by the Unit's General Membership to be delegates at the 95th Department Convention being held at Spenard Post 28, Anchorage, Alaska.**

**UNIT NAME:** _____

**UNIT NUMBER:** _____

**DELEGATES:** **ALTERNATES:**

**(Chairman**

**Signature of President** **Signature of Secretary**

**Date:** _____ **Date:** _____

*****PLEASE REMEMBER TO INCLUDE YOUR JUNIOR AUXILIARY MEMBERS ALSO*****

**AMERICAN LEGION AUXILIARY**
**DEPARTMENT OF ALASKA**
**96th ANNUAL DEPARTMENT CONVENTION**
**April 26-28, 2017**

# (3) CERTIFICATION OF DELEGATES

**This is to certify that the following were elected as Delegates**

| | |
|---|---|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

**To represent _____ Unit No. _____ at the 96th Department Convention of the American Legion Auxiliary, to be held at Spenard Post 28 in Anchorage, Alaska April 26 to 28, 2018**

**The Delegates must have paid their dues for 2018 and thereof are in good standing in the Unit they represent.**

**Each Unit shall be entitled to one Delegate and One Alternate for each ten (10) paid members thirty (30) days prior to the start of the Convention.**

**ATTESTED TO:**

| | |
|---|---|
| _____ | _____ |
| **Unit President** | **Unit Secretary** |

# ORIGINAL MUST BE TURNED IN AT CONVENTION

****** <u>Please bring this Certification of Delegates to the Department Convention and hand it to the Department Secretary.</u>**

# (4) REQUEST FOR UNIT OFFICERS FOR 2018-2019

**UNIT NAME** _____ **UNIT NO.** _____

**ADDRESS** _____

**EMAIL ADDRESS OF UNIT** _____

**PHONE/FAX OF UNIT** _____

**Please provide Name, Address, Phone/Fax/Cell Numbers and E-Mail Address for the Officers listed below**

**PRESIDENT:**

**1ST VICE PRESIDENT:**

**2ND VICE PRESIDENT:**

**SECRETARY:**

**TREASURER:**

**HISTORIAN:**

**CHAPLAIN:**

**SGT-AT-ARMS:**

**EXECUTIVE BOARD:**

**UNIT MEMBERSHIP CHAIRMAN**

****** <u>Please bring this Request for Unit Officers to the Department Convention and hand it to the Department Secretary or mail it to Department as soon as your elections are completed.</u>**

**AMERICAN LEGION AUXILIARY**
**DEPARTMENT OF ALASKA**

# CALL FOR THE 28th ANNUAL DEPARTMENT CONVENTION OF THE AMERICAN LEGION JUNIOR AUXILIARY

In conformity with the action taken by the American Legion Auxiliary, Department of Alaska, and the direction of the Honorary Department Junior Auxiliary, Department of Alaska is hereby called to be held at Spenard Post 28, Anchorage, Alaska from April 26-28, 2018.

## PURPOSE

The convention is called for the purpose of electing officers for the ensuing year and the transaction of such business as may be brought before the convention.

## REPRESENTATION

Representation at the Convention shall be by Delegates elected by Units in accordance with the provisions of Article V, Section 2 and 5 of the Department Constitution.

*"Section 2. Representation in the Department Convention shall be by Units. The Delegates and Alternates shall be elected at a Unit meeting not less than two weeks before the Department Convention. Alternates shall have priority in order of their election."*

*"Section 5. Each Delegate shall be entitled to one vote. The majority of the Delegates present from her Unit, each Unit voting her full strength, shall cast the vote of any Delegate absent and be represented by an Alternate."*

## CREDENTIALS

Delegate Credentials must be properly signed and turned over to the Department Secretary of the Junior Auxiliary.

ATTEST:

Madeline Edelin
Honorary Department Junior President

# 99TH DEPARTMENT OF ALASKA CONVENTION
# APRIL 26-28, 2018
# AMERICAN LEGION
# SPENARD POST 28
# 7001 BRAYTON DRIVE ANCHORAGE, ALASKA 99507-2488

PH: 907-344-3841

THE 2018 DEPARTMENT CONVENTION FOR THE AMERICAN LEGION, DEPARTMENT OF ALASKA, WILL TAKE PLACE AT THE AMERICAN LEGION SPENARD POST 28, 7001 BRAYTON DRIVE; ANCHORAGE, ALASKA, 99507-2488. THE CONVENTION WILL CONVENE AT 9:00AM ON THURSDAY, APRIL 26, 2018 AND CONTINUE THROUGH SATURDAY EVENING, APRIL 28, WHEN THE CONVENETION ADJOURNS.

A NO-HOST COCKTAILS AND FINGER FOOD GET-TOGETHER WILL TAKE PLACE, BEGINNING AT 6:00pm, ON WEDNESDAY, APRIL 25, IN HONOR OF THE LEGION, AUXILIARY AND SAL VIP'S WHO WILL BE ATTENDING THE CONVENTION.

REGISTRATION WILL RUN FROM 2:00-8:00 PM, WEDNESDAY, APRIL 25 IN THE POST, AND BEGIN AGAIN AT 8:00AM, THURSDAY, APRIL 26, 2018.

THIS LETTER AND ACCOMPANYING FORMS ARE PROVIDED TO ASSIST YOU IN REGISTERING FOR THE CONVENTION, OBTAINING HOUSING, REPORTING YOUR ELECTED DELEGATES TO THE DEPARTMENT ADJUTANT, AND AD PLACEMENT IN THE CONVENTION BOOKLET.

## REGISTRATION

PRE-REGISTRATION IS SUGGESTED AND ENCOURAGED.

A. THE FEE FOR LEGION, AUXILIARY AND SAL MEMBERS 18 AND OLDER WILL BE $150.00, IF RECEIVED BY POST 28 BY 5:00pm, MARCH 14th, 2018; AND $175.00 THEREAFTER.

B. THE FEE FOR SAL MEMBERS AGE 17 AND YOUNGER AND JUNIOR AUXILIARY MEMBERS AGE 17 AND YOUNGER WILL BE $75.00 IF RECEIVED BY POST 28 BY 5:00pm, MARCH 14th, 2018, AND $100.00 THEREAFTER.

C. POST REGISTRATION FORM: A FORM IS INCLUDED TO REGISTER YOUR ATTENDEES AT THE HOST POST. THIS FORM IDENTIFIES ALL LEGION FAMILY MEMBERS WHO WILL BE ATTENDING AND DESIRE TO REGISTER, THEIR ELECTED POSITIONS IF APPLICABLE, AND MUST CONTAIN THE FEE FOR EACH REGISTRANT. REGISTRATION FEES COVER MEALS BEING SERVED, A NAME TAG, AND A CONVENTION PACKET. PLEASE MAKE CHECKS PAYABLE TO POST 28 DEPARTMENT CONVENTION. RETURN THE FORMS TO: AMERICAN LEGION POST 28, 99TH DEPARTMENT CONVENTION, 7001 BRAYTON DRIVE, ANCHORAGE, ALASKA, 99507-2488 SO THEY ARRIVE AT POST 28 BY MARCH 14th, 2018.

## POST DELEGATE FORM

A FORM IS INCLUDED TO REGISTER YOUR ELECTED POST/SQUADRON DELEGATES, THOSE WHO HAVE THE RIGHT TO VOTE ON COMMITTEES OR ON THE FLOOR. COMPLETE THIS FORM, ENSURE IT IS SIGNED BY THE POST COMMANDER/SQUADRON COMMANDER AND/OR DELEGATION CHAIRMAN AND **MAIL IT IN TO THE DEPARTMENT ADDRESS** ON THE FORM BY THE CUTOFF DATE INDICATED ON THE FORM. THE POSTS/SQUADRON'S DELEGATION SECRETARY SHOULD ALSO BRING A COPY OF THEIR POST/SQUADRON'S FORM WITH THEM TO CONVENTION.

## CONVENTION BOOKLET ADVERTISING

DEADLINE FOR SUBMISSION OF ADS INTO THE CONVENTION BOOKLET IS **MARCH 14TH, 2018.** YOUR CAMERA READY COPY AND CHECK MUST BE RECEIVED BY THAT DATE. THIS WILL ENSURE YOUR AD WILL BE INCLUDED IN THE BOOKLET. FORMS FOR ADS ARE INCLUDED IN THIS PACKET.

## LODGING

THE LOCAL LODGING LIST IS INCLUDED IN THIS PACKET. PLEASE MAKE YOUR OWN RESERVATIONS AS SOON AS POSSIBLE! **NOTE:** THE LISTED HOTELS ARE ONES THAT HAVE RESPONDED WITH RATES AND INFORMATION ABOUT THEIR FACILITIES. THERE ARE MANY OTHER FINE ACCOMMODATIONS IN ANCHORAGE. WATCH FOR ADDITIONAL INFORMATION COMING TO YOUR POST AND IN THE ALASKA LEGIONAIRE.

THERE ARE A LIMITED NUMBER OF RV PARKING SPACES WITH ELECTRICAL HOOKUP AT POST 28. A RESERVATION REQUEST FORM IS INCLUDED WITH THIS PACKET. SPACES WILL BE ALLOCATED IN THE ORDER THAT THE REQUESTS ARE RECEIVED AT POST 28.

## MEETING SITE LOCATIONS

SPENARD POST 28 WILL BE THE SITE OF THE GENERAL LEGION MEETINGS, AND ALL MEALS. THE AUXILIARY, THE JUNIOR AUXILIARY AND THE SAL. WILL MEET AT AN ALTERNATE LOCATION. TRANSPORTATION TO THE ALTERNATE LOCATION WILL BE PROVIDED.

FOR GOD AND COUNTRY,

ARNOLD HECK

# Registration Form
# 99th Department Convention
# April 26th - 28th, 2018
# Spenard Post 28
# 7001 Brayton Drive
# Anchorage, AK 99507-2488

Post/Unit/Squadron Name and Number _____

Mailing Address _____

_____

Phone Number _____

| Name of Attendee | Current Office Held | Fee | (LEG/AUX/ SAL/JR) | Email Address |
|---|---|---|---|---|
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_____ _____
(Signature of Commander/President) (Signature of Adjutant/Secretary)

Total # Legion/Auxiliary/Sons attending _____ x $150.00 for adults
Total # Junior Auxiliary/Sons attending _____ x $75.00 (Age 17 and under)
After March 15th,
Total # Legion/Auxiliary/Sons attending _____ x $175.00 for adults
Total # Junior Auxiliary/Sons attending _____ x $100.00 (Age 17 and under)

Please make checks payable to 99th Department Convention and RETURN FORM TO:
99th Department Convention, American Legion Spenard Post 28, 7001 Brayton Dr., Anchorage, AK 99507-2488

**Use other side if additional space is needed.**

# RV Space Reservation Form
# 99th Department Convention
# April 26-28, 2018
# Spenard Post 28
# 7001 Brayton Drive
# Anchorage, AK 99507-2488

Name _____

Mailing Address _____

_____

Phone number _____

E-mail Address _____

Please reserve an RV parking space at American Legion Post 28 for the following dates:

Arrival _____

Departure _____

Fee $10 per night _____ nights, total _____

Note: Spaces include electrical hookup. Water hookup and dump station are not available at the Post

Please make check payable to 99th Department Convention and RETURN FORM TO:

99th Department Convention, American Legion Spenard Post 28, 7001 Brayton Dr., Anchorage, AK 99507-2488

Reservations will be confirmed within 24 hours of receipt

# Program Ad Form - 99th Department Convention
# April 26-28, 2018

I, my Post, Unit or Squadron would like to advertise in the Convention Program Booklet.

Name _____

Mailing Address _____

_____

Booklet Size: 8-1/2 x 11 inches

**Please attach your camera ready ad or**
**Camera ready ad maybe E-mailed to legionpost28@outlook.com**
**If E-mailing ad please include hard copy with this form**

Full Page $125.00 b/w OR $175.00 Color
Half Page $60.00 b/w or $90 Color
Third Page $40.00 b/w or 55.00 Color
Quarter Page $30.00 b/w or 40.00 Color
Business Card $20.00 b/w or $30 Color

Amount Enclosed: $ _____

Make Checks Payable to 99th Department Convention

Mail Check, form and ad to:

99th Department Convention
American Legion Spenard Post 28
7001 Brayton Drive
Anchorage, AK 99507-2488

## Deadline for Ads:

## Must be received by April 2, 2018

# Hotels for 2018 Department Convention

**Dimond Hotel – 907-770-5000**
700 E Dimond Blvd
Anchorage, Alaska
Single $99.00 Double $99.00

**Crowne Plaza – 907-433-4100**
109 W International Rd
Anchorage, Alaska
Single $99.00 Double $99.00

**Fairfield Inn & Suites – 907-222-9000**
5060 A St.
Anchorage, Alaska 99503
Single $89.00 Double $89.00

**Lake Front Hotel – 907-243-2300**
4800 Spenard Road
Anchorage, Alaska 99517
Single $85.00 Double $85.00

**Hyatt House – 907-992-2200**
5141 Business Park Blvd.
Anchorage, Alaska 99503
Single $79.00 Double $79.00

**Motel 6 – 907-677-8000**
5000 A Street
Anchorage, Alaska 99503
Single $69.00 Double $69.00