



## AMERICAN LEGION AUXILIARY - DEPARTMENT OF WISCONSIN

Friday-Sunday, July 15-17, 2011

Radisson Paper Valley Hotel

333 West College Avenue, Appleton, WI 54911

**Registration:** Registration Form is enclosed. All attendees to the 2011 Department Convention must pre-register by returning a registration form and \$25.00 per person. Make check payable to The American Legion and mail to P. O. Box 388, Portage, WI 53901. Deadline for pre-registration is July 11, 2011. All registration after that date will be \$30.00 at the convention.

**Registration/credentials** for Auxiliary may be picked up at: Radisson Paper Valley Hotel

Thursday, July 14<sup>th</sup> 11:00 am – 5:00 pm

Friday, July 15<sup>th</sup> 7:00 am – 5:00 pm

Saturday, July 16<sup>th</sup> 7:00 am – 8:00 am

**Pre-Convention Committee Meetings** at Radisson Paper Valley Hotel:

Friday, July 15, 8:00 – 8:45 am:

Finance Committee:

Crimson Room

Resolutions Committee:

Aspen Room

**Program Workshops** are not scheduled, however all program chairmen will be present during the Resolutions Committee meeting in the Aspen Room from 8:00 – 8:45 am for the purpose of receiving and discussing resolutions and recommendations brought to Convention.

All registered members are welcome to attend the Pre-Convention Committee Meetings; Delegates are expected to report back to their respective caucuses.

**District Caucuses:** District Caucuses will be Friday, July 15<sup>th</sup> from 9:00 – 9:45 a.m. at Radisson Paper Valley Hotel (see room assignments below). All registered members are welcome to attend; however Delegates and Alternates are required to attend their respective District Caucus.

District #1 Pippin Room

District #2 Lawrence Room

District #3 McIntosh Room

District #4 Hickory Room

District #5 Bond Room

District #6 Oaktag Room

District #7 Cortland Room

District #8 Crown/Parchment Room

District #9 Linden Room

District #10 Redwood Room

District #11 Rosewood Room

District #12 Ebony Room

**Seating:** District delegations will be seated in the Convention auditorium according to District Membership standings 30 days prior to Convention (June 15, 2011).

**Guests:** Only registered delegates-at-large, delegates, alternates & guests will be allowed on the convention floor. Alternates and guests will be seated apart from their district delegations and will have no voice-no vote during the convention proceedings. Guests attending the installation of new officers on Sunday do not have to register.

**Voting time and procedure:** Voting will take place at 9:00 am on Saturday, July 16, 2011. General Session will be halted at 9:00 am and the Convention Hall doors will be closed. Voting will take place within your respective delegations. District Presidents will be given envelopes containing voting ballots equal to number of delegates registered to vote at close of registration on Saturday, July 16<sup>th</sup> at 8:00 a.m. District Presidents will distribute ballots and collect ballots; cast ballots will be sealed in the original envelope and returned to the tellers. It is very important that all delegates be seated by 9:00 am.

**Headquarters Office:** will be located in Radisson Paper Valley Hotel, Kimberly Board Room

Thursday, July 14 <sup>th</sup>	2:00 pm – 4:00 pm
Friday, July 15 <sup>th</sup>	7:30 am – 5:00 pm
Saturday, July 16 <sup>th</sup>	7:30 am – 1:00 pm

**Department Fundraising** – All raffles will be located at Radisson Paper Valley Hotel.

**Flags:** If your Unit, County or District will be participating in the Convention Opening Parade of Flags, please bring your flags to the Auxiliary Convention – Radisson Paper Valley Hotel (Empire Room) for rehearsal at 8:00 a.m. Friday morning, July 15<sup>th</sup>. Make plans to leave your colors in position until after the close of Convention on Sunday. No registration required, just bring to rehearsal.

**Flag/Processional Rehearsal:** will be Friday, July 15<sup>th</sup>, 8:00 a.m. – 8:45 a.m.

**Color Bearer:** Convention Processional/Recessional Dress: White Blouses (*no sleeveless*), Navy Blue Skirt or slacks (*no prints*), dark shoes (blue/black) and natural colored nylons. Jewelry – Official Auxiliary Pin (optional) along with watch, rings or small white earrings. No other jewelry, convention badges, nametags or any other type of pins should be worn.

**Pages:** Same dress code as Color Bearers, but with red sashes; sashes may be picked up at Convention Headquarters Office (Radisson Paper Valley Hotel, Kimberly Board Room).

**Deceased Members:** Names of deceased members will appear in the Memorial Service Program. Please be sure all deceased members of your Unit (June 1, 2010 – May 31, 2011) have been sent to Department Headquarters via **Member Data Forms**.