
SPECIAL BULLETIN



The enclosed forms all pertain to the DEPARTMENT CONVENTION scheduled at the Trumbull Marriott, Trumbull, Connecticut, **July 6-8, 2017.**

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1. CALL for Convention.
 2. CONVENTION REGISTRATION RULES.
 3. DELEGATES and ALTERNATES Certification Sheets **WILL BE MAILED JUNE 8th.**
PLEASE NOTE: This form was changed starting in 2012 and only ONE copy will be required, either 'hard copy' by mail OR filled pdf by email with delegate fees by check.
Post Delegate strength is based on Membership as of June 7, 2017.
 4. The **complete Delegation** entitled **MUST** be registered and paid.
 5. RESOLUTIONS are to be completed on electronic template and returned to Department Headquarters. **PLEASE NOTE** all resolutions must be submitted on proper form, which may be obtained via email from Department Headquarters.
 6. RULES governing the preparation of resolutions or constitutional amendments.
 7. MEMORIAL LISTS will be generated by HQ staff from the Membership Data Base.
 8. ELECTION OF OFFICERS and CHAIRMEN FORMS for Posts and SAL SQUADRONS and ALR CHAPTERS are to be submitted IMMEDIATELY upon election of Officers and appointment of Chairmen in order that the proper people will be on mailing lists for current year. *'Fill-and-Save' PDF versions of all forms are available on the Department web site.*
 9. HOTEL RESERVATIONS BY PHONE: 1-800-682-4095 ask for Legion rate at Trumbull.
 10. DEADLINE FOR HOTEL ROOMS: JUNE 21, 2017.
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AS COMMANDER OF YOUR POST you are charged with the responsibility of seeing that these forms reach the proper hands.

PLEASE NOTE DEADLINE DATES on each form where indicated. Be certain that the required information is received in Department Headquarters in ample time to give credit to your Post for its activities held during the year.

Also remember these official forms are the responsibility of the Commander and Adjutant. Special attention should be given to the Certification Form for Delegates and Alternates. **ORIGINAL FORMS** only will be accepted. It is your duty to see that they are properly filled out and, together with the registration fee, sent to Department Headquarters immediately upon election of same.

Harry R Hansen Jr
Department Adjutant

Call for the

NINETY-NINTH ANNUAL CONVENTION

Of

The American Legion, Department of Connecticut



Fellow Legionnaires, Greetings:

The Ninety-Ninth Annual Department Convention of THE AMERICAN LEGION of Connecticut will be held at Trumbull, Connecticut on the 6th, 7th & 8th, July 2017.

- PURPOSE -

The Convention is called for the purpose of electing officers for the ensuing year, amending the Department Constitution and for the transaction of such other business as may be brought before it in conformity with the provisions of the National and Department Constitutions.

- REPRESENTATION -

Representation in the Convention will be by Posts. Each Post in good standing shall be entitled to be represented by three delegates and three alternates, and by one additional delegate and one additional alternate when its membership shall have reached 65, and by one additional delegate and one additional alternate when its membership shall have reached 150, and by one additional delegate and one additional alternate for each succeeding 100 members or major fraction thereof, whose dues to the National and Department organizations of The American Legion have been paid at least thirty (30) days prior to the opening of the Convention. The Posts shall elect such delegates not less than fifteen (15) days prior to the opening of Convention. Representation of each Post within the Department will be according to the books of the Department Adjutant at the close of business June 7, 2017.

- CONVENTION HEADQUARTERS -

Convention Headquarters will be established at the Trumbull Marriott Hotel, Trumbull, Connecticut and will open at 8:30 A.M. on Thursday, July 6, 2017.

The opening session of the Convention will be held in the Ballroom of the Marriott Hotel, and will be called to order at 2:30 P.M., July 6, 2017.

- REGISTRATION -

Delegates and Alternates attending the Convention registered in advance may pick up credentials at REGISTRATION DESK OUTSIDE CONVENTION HALL. All others must register at the office.

- CREDENTIALS -

Each Post will select a Chairman prior to the departure of the delegates for the Convention.

ORIGINAL copy of Certification sheet, with REGISTRATION FEE OF \$5.00 per authorized delegate, plus \$5.00 for each alternate which the Post may desire to register, shall accompany Registration Certificate. MUST BE SENT IN IMMEDIATELY UPON SELECTION OF DELEGATES AND ALTERNATES BY POST to the

Department Adjutant, P.O. Box 208, Rocky Hill, Connecticut 06067-0208. Certification sheets will be furnished to Post Adjutants along with authorized delegate count on June 9, 2017. **Post Commander and Post Adjutant must sign the certification form.**

SPECIAL NOTE: Any mail pertaining to the Convention should be placed in the mail to reach Department headquarters NO LATER than Thursday, June 30, 2017. After that date, mail should be sent to the Trumbull Marriott Hotel, marked "Hold for Arrival".

- RESOLUTIONS -

Resolutions must be submitted electronically on the form available from the Department. Posts should adopt resolutions embodying the constructive criticism of its membership as to how our organization as a whole may function to greater advantage. Resolutions should be forwarded to Department Headquarters at least sixty (60) days before the opening of the Convention if after passage, it is to be binding as American Legion policy upon the Department or its constituent Posts, and a copy thereof transmitted to each Post at least thirty (30) days prior to the opening of the Convention. Resolutions may be submitted by any Post or any accredited delegate to the Convention and must be submitted electronically. Template should be requested from Department Headquarters.

- AMENDMENTS -

Attention is called to Article XII, Constitution of The American Legion, Department of Connecticut, which provides that proposed amendments to the Constitution must be presented in writing to the Department Executive Committee at least sixty (60) days before the opening of the Convention, and a copy thereof transmitted to each Post at least thirty (30) days prior to such Convention.

- MISCELLANEOUS -

Mail, telephone and telegrams should be sent to The American Legion Convention Headquarters, Trumbull Marriott Hotel, 180 Hawley Lane, Trumbull, CT 06611. (203) 378-1400

Rooms may be reserved by calling 1-800-682-4095 and requesting The American Legion Block; OR, visit www.marriotttrumbull.com and enter group code: ALSALSA in the "Special Rates & Awards". *Cut-off for discounted group rate is: 06/21/2017.*

Instructions covering program, order of business, entertainment, and additional meeting places will be furnished later. **No authority exists for the Department to pay expenses of any delegates to the Convention.**

Your hearty cooperation is desired in keeping news of the Convention before your membership.

Attest:

Harry R Hanson

Department Adjutant

Louie Robinson

Department Commander

THE AMERICAN LEGION DEPARTMENT OF CONNECTICUT

PO BOX 208, ROCKY HILL, CT 06067

Please fill out and email to the Department Adjutant: ctadj@ctlegion.necoxmail.com

RESOLUTION

Submitted by

Department Constitution & Bylaws Committee

Printed

Signed

Post #

Department Executive Committee held at:		Date:
Department Convention held at:	Trumbull Marriott, Trumbull, CT	Date:
Department Adjutant:	Name: Harry R. Hansen Jr.	Signature:

RESOLUTIONS

Regulations governing preparation of Resolutions or Constitutional Amendments to be submitted to the Department Convention.

By action of the Department Executive Committee meeting of March 31, 1946, the following regulations have been established for the procedure of preparing Resolutions and Constitutional Amendments.

1. Each Resolution must emanate from a Post or District after favorable action by either body, or from a standing Committee, or from the floor of the Convention. Resolutions may also originate in a Convention Committee.
2. Resolutions must be made out in **QUADRUPPLICATE**. Three (3) copies of every Resolution except those originating on the floor of the Convention or in a Convention Committee must be received by the Department Adjutant prior to the Convention. The fourth (4th) copy to be retained by the submitting body.
3. All local (Post or District) resolving claims should be omitted, substituting therein a clause **resolving Department action**; i.e. the Resolution submitted should be worded for Department action.
4. Each Resolution will be submitted in full, including all the clauses as well as the resolving clause.
5. Each of the three (3) copies of each Resolution is to be signed by an officer or other representative and the name of the Post or District inserted.
6. All Resolutions from every source must proceed through the channels of the Department Adjutant or the Department Resolutions Committee.
7. Constitutional Amendments should be prepared in the same form as the Resolution, quoting the sections to be amended with special attention to the time limit for submitting such amendments.
8. **Proper Forms** for the submitting of Resolutions and Constitutional Amendments **ARE AVAILABLE AT DEPARTMENT HEADQUARTERS** and should be requested by those Posts or Districts desiring such matter for consideration of the Department Convention.

DEPARTMENT CONVENTION REGISTRATION

Enclosed with this OFFICIAL BULLETIN are the forms for reporting **POST DELEGATES** and **ALTERNATES** to the Department Convention. *PLEASE NOTE:* These forms are to be completed in **DUPLICATE** and **BOTH FORMS SENT TO DEPARTMENT HEADQUARTERS.** The duplicate copy will be returned with your Delegate and Alternate cards. Just TYPE or PRINT on the TOP FORM and a **DUPLICATE IS AUTOMATICALLY MADE.**

The Department Constitution and Bylaws prescribes the payment of **\$5.00 REGISTRATION FEE** by each Delegate and Alternate to the Department Convention.

THIS REGISTRATION FEE OF \$5.00 FOR EACH DELEGATE AND/OR ALTERNATE LISTED MUST ACCOMPANY THE LIST OF CERTIFIED POST DELEGATES AND ALTERNATES SENT IMMEDIATELY UPON THE ELECTIONS OF DELEGATES AND ALTERNATES.

OFFICIAL CREDENTIAL CARDS

Upon receipt of the above information, OFFICIAL CREDENTIAL CARDS will be issued to REGISTERED DELEGATES and ALTERNATES and will be available at Convention Registration desk.

WHEN A DELEGATE OR ALTERNATE ARRIVES AT THE CONVENTION HE SHOULD IMMEDIATELY REPORT TO THE DEPARTMENT CONVENTION REGISTRATION DESK TO LOCATE HIS CREDENTIAL CARD. OFFICIAL CONVENTION MATERIAL WILL BE GIVEN TO DELEGATION CHAIRMAN.

DELEGATE STRENGTH

15	Members	3	Delegates	3	Alternates
65	"	4	"	4	"
150	"	5	"	5	"
201	"	6	"	6	"
301	"	7	"	7	"
401	"	8	"	8	"
501	"	9	"	9	"
601	"	10	"	10	"
701	"	11	"	11	"
801	"	12	"	12	"
901	"	13	"	13	"
1001	"	14	"	14	"

2017 – 2018
NOTICE OF ELECTION OF OFFICERS
 (Please type or print clearly)



POST NAME: _____ POST NO. _____

ADDRESS: _____ EMAIL: _____

PHONE: () _____ DUES: \$ _____ MEETING DAY(s): _____

MEETING PLACE (location): _____ TIME: _____

PLEASE INDICATE IF YOU HAVE A HALL THAT YOU RENT TO THE PUBLIC: (PLEASE CIRCLE) YES NO

ID NUMBER	NAME	HOME ADDRESS w/ZIP & EMAIL	AREA-PHONE
	Commander		
	Adjutant		
	Senior Vice Commander		
	Jr. Vice Commander		
	Finance Officer		
	Chaplain		
	Historian		
	Service Officer		
	Judge Advocate		
	Sgt. at Arms		

 Post Adjutant (outgoing)

 Post Commander (outgoing)

Send Department Mail to:

() Post Address Above; OR () Adjutant's Address Above; OR () Commander's Address Above

**THIS LIST IS TO BE SUBMITTED TO DEPARTMENT ADJUTANT'S OFFICE
 IMMEDIATELY UPON ELECTION OF NEW OFFICERS.**

MAIL A COPY TO YOUR DISTRICT ADJUTANT

If Officers are same we still need you to return this sheet COMPLETED for the record!

IMPORTANT - COMPLETE CERTIFICATION OF SERVICE ON BACK

CERTIFICATION OF SERVICE RECORD OF POST OFFICERS

Post No. _____

Membership Card # & Name	Date of Enlistment	Date of Discharge	Rank and Organization	Serial Number
Commander				
Senior Vice Cmdr.				
Jr. Vice Cmdr.				
Adjutant				
Historian				
Finance Off.				
Service Off.				
Chaplain				
Judge Adv.				
Sgt. at Arms				

I hereby certify that each of the above officials is eligible to membership in The American Legion and has the consequent right to serve in an official capacity.

(Signed) _____

(Post Adjutant)

1 copy to Department

1 copy to District

Post No. _____

Post Name _____

OFFICIAL FORM 2017 - 2018 POST COMMITTEE CHAIRMEN

Please type or print

<u>COMMITTEE</u>	<u>CHAIRMAN</u>	<u>ADDRESS, CITY & ZIP</u>	<u>E-MAIL & PHONE (w/Area)</u>
Americanism		_____	_____
Baseball		_____	_____
Oratorical		_____	_____
American Legion Boys State		_____	_____
Membership		_____	_____
National Security		_____	_____
Veterans Affairs & Rehabilitation		_____	_____
Children & Youth		_____	_____
Sons of The American Legion		_____	_____

Post Adjutant

Post Commander

List only those committees that Post has functioning

Mail when Commander makes appointments



Sons of The American Legion Detachment of Connecticut

42 Blue Hills Rd. Monroe, CT 06468
e-mail: rturner586@aol.com

DETACHMENT CONVENTION CALL

All Squadrons are hereby called to attend the Sons of The American Legion annual Detachment Convention, on Saturday, July 8, 2017, at the Trumbull Marriott Hotel, 180 Hawley Lane, Trumbull, Connecticut, for the purpose of electing 2017-2018 S.A.L. Detachment Officers; electing Delegates and Alternates to the 46th Annual S.A.L. National Convention, August 24-30, 2017, in Reno, Nevada; and for any other business proper to come before the convention delegation.

An S.A.L. Memorial Service will be held Friday evening, July 7, 2017, at 7:00 PM for all who are able to attend. The S.A.L. Detachment Convention will open for registration check-in of delegates, alternates and guests at 10:00 a.m. The Convention proceedings will commence at 11:00 a.m. with opening ceremonies, followed by the remainder of convention business and awards presentations until adjournment at approximately 3:30 p.m. or sooner. Installation of newly elected officers will be conducted at 5:30 p.m. at the formal Installation Ceremonies along with the rest of the Legion family. All officers being installed should try to wear a Navy blue sport jacket, necktie, white shirt, Grey pants, black socks, black shoes and their S.A.L. cap or proper attire as close to the aforementioned as possible.

Each Squadron is entitled to a minimum of one (1) delegate and one (1) alternate, plus one (1) additional delegate and alternate for each ten (10) Squadron members, or major fraction thereof, whose 2017 membership dues have been paid and received at Department Headquarters by June 7, 2017. Each Squadron may register as many guests as they so choose. Voting by Squadron will be based upon delegate strength, i.e., the number of allowed delegates properly registered to vote.

A registration fee of \$10.00 must be submitted for every delegate authorized, and each alternate and guest registered for each Squadron to help defray Detachment Convention expenses. Absolute deadline for advance registration is Friday, June 30, 2017. Late registrations will be accepted at the Convention.

Mail advance registration forms (below) along with checks or money orders made payable to Treasurer, S.A.L. Detachment of Connecticut. Mail to Detachment Adjutant at address in heading above.

SAL CONVENTION REGISTRATION FORM

Squadron No. _____ wishes to register the following number of delegates, alternates and guests for the 2017 Annual S.A.L. Detachment Convention:

Delegates _____ Alternates _____ Guests _____

Enclosed is a check for \$ _____ to cover the \$10.00 registration fee for each Squadron Delegate authorized and each alternate and guest registered. Please attach a list of names.

2017-2018 OFFICERS INFORMATION



SQUADRON NO. _____ LOCATION _____

LEGION SAL CHAIRMAN: _____

ADDRESS: _____ DUES: \$ _____ TELEPHONE:(_____) _____

MEETING PLACE; _____ DATE & TIME: _____

TITLE	NAME/ID NUMBER	HOME ADDRESS	PHONE W/AREA CODE E-MAIL
COMMANDER		_____	_____
SR. VICE-COMDR		_____	_____
ADJUTANT		_____	_____
CHAPLAIN		_____	_____
		_____	_____

Legion Liaison_____
Outgoing SAL Commander

Send Department Mail to (Must check one):**() Squadron Address Above; OR () Adjutant's Address Above; OR () Commander's Address Above****Please forward to Department Headquarters immediately upon election
File copy with S.A.L. Detachment Adjutant**

The American Legion
Dept. of Connecticut
PO Box 208
Rocky Hill, CT 06067-0208



2017 – 2018

NOTICE OF ELECTION OF OFFICERS FOR The AMERICAN LEGION RIDERS

(Please type or print clearly)

POST NAME: _____ POST NO. _____

ADDRESS: _____ EMAIL _____

PHONE: _____ MEETING DAY(s): _____

MEETING PLACE (location): _____ TIME: _____

ID NUMBER	NAME	HOME ADDRESS w/ZIP	EMAIL	AREA-PHONE
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Director: _____

Asst. Director: _____

Secretary: _____

Treasurer: _____

Chaplain: _____

Historian: _____

Judge Advocate: _____

Membership Chmn: _____

Road Captain: _____

Sgt. At Arms: _____

Web Master: _____

Post & Chapter Liaison: _____

ALR Cmte. Rep.: _____

ALR Cmte. Alt. Rep.: _____

Chapter Secretary (outgoing)

Chapter Director (outgoing)

(All correspondence will be mailed to Post Adjutant or Chapter Secretary unless otherwise noted)

**THIS LIST MUST BE SUBMITTED TO DEPARTMENT ADJUTANT'S OFFICE IMMEDIATELY UPON ELECTION OF NEW OFFICERS.
Department Headquarters will submit copies to: American Legion Riders Dept. Co-Directors
Even If Officers are same, please return this sheet COMPLETED for the record!**

I hereby certify that each of the above officials is an eligible member in The American Legion Family and has the consequent right to serve in an official capacity.

(Signed) _____
(Post & Chapter Liaison)

Department of Connecticut's Installation Reception

Trumbull Marriott Hotel – Trumbull, CT
Ballroom

Saturday, July 8, 2017

Installations start at 5:30pm



The American Legion

American Legion Auxiliary



Sons of The American Legion

Dinner Buffet at 7:30 PM
A Ballroom

Cash bar

Tickets: \$30.00 per person

DEADLINE FOR RESERVATIONS - June 30, 2017

Department Installation Buffet
The American Legion
864 WETHERSFIELD AVE
HARTFORD CT 06114

Department Installation Buffet

Tickets # _____ @ \$30.00 ea.

Enclosed is check in the amount of \$ _____

Name: _____

District # _____

Address: _____

Post # _____

Town/City: _____ Zip: _____

Unit # _____

Phone: (____) _____ - _____

Dinner Buffet

Garden Salad with Assorted Dressing

*Mystic Pear Salad
With Spiced Pecans, Apple Walnut Vinaigrette*

Parmesan Crusted Chicken

Tuscan Beef Steak

Penne a la Vodka

*Roasted & Sautéed Garden Vegetables
Tossed with Roasted Shallots and Butter
Roasted Potatoes*

Assorted Rolls

COFFEE AND DESSERT STATION

Freshly Brewed Coffee, Decaffeinated Coffee and Specialty Teas

*Classic Carrot Cake
Chocolate Mousse Cake*



**The American Legion
Soldiers', Sailors' and Marines' Fund
60th Annual Dinner
Friday, July 7th, 2017
Trumbull Marriott Hotel**

180 Hawley Ln
Trumbull, CT 06611

Contact:
Chuck Berry
860.296.0719

DINNER BUFFET
CAESAR SALAD
♦
GRILLED BREAST OF CHICKEN
ARTICHOKES AND PLUM POTATOES
♦
MARINATED TENDERLOIN OF BEEF
ROASTED SHALLOT CABERNET SAUCE
♦
SCROD
LEMON AND WHITE WINE
♦
YUKON GOLD WHIPPED POTATOES
CARROTS and GREENBEANS
ASSORTED ROLLS AND BREADS
APPLE COBBLER
COFFEE, TEA AND SODA

**\$40.00
Per Person**
**COCKTAILS
5:00 PM**
**DINNER
6:00 PM**

Soldiers', Sailors' and Marines' Fund Dinner

Please reserve _____ ticket(s) in my name for the SSMF Annual Dinner at \$40.00 each.
My check in the amount of \$ _____ is enclosed.

NAME _____

STREET _____

CITY/TOWN _____ STATE _____ ZIP CODE _____

Make checks payable to: The American Legion Department of Connecticut

Mail to: 864 Wethersfield Avenue, Hartford, CT 06114

***RESERVATION DEADLINE-** Friday, June 30, 2017*



ALA Department Convention Banquet
Trumbull Marriott Hotel

DATE: *Thursday, July 6, 2017* TIME: 7:00 pm COST: \$33.00 per person

The dinner buffet will consist of: tossed salad, potatoes, vegetable, chicken marsala, sliced beef, scrod, rolls, butter, desserts, coffee, teas, sodas, and bottled water.

Children Plated meal: Chicken Fingers w/Fr Fries & ketchup COST:\$17.00 per child

Contact Banquet Chairman for any special dietary needs.

There will be assigned seating. Dressy Attire Requested

DEADLINE for reservations is June 30, 2017

Make checks payable to American Legion Aux., Dept. of CT.

All reservations made MUST be paid in full prior to dinner. No cancellations after Deadline.

Banquet Chairman Rhonda Bergeron 860-202-5732

Mail to: American Legion Auxiliary, Dept. of CT.
PO Box 266, Rocky Hill, CT. 06067-0266

Tel: 860-616-2343
Earmark: Convention Banquet

Reservation Deadline: June 30, 2017

Check in the amount of \$ _____ is enclosed for _____ reservations at **\$33.00 per person** and **\$17.00 per child** for the 97th ALA Convention Banquet at the Trumbull Marriott Hotel.

Unit # _____ Post# _____ District# _____ Sent By: _____

Name: _____ Name: _____

Name: _____ Name: _____

Name: _____ Name: _____

Name: _____ Name: _____