



Sons of The American Legion

DETACHMENT OF NEW YORK

Suite 1300 • 112 State Street • Albany, New York 12207 • (518) 463-2215
Fax (518) 427-8443 • Email: info@nylegion.org • Website: www.sonsdny.org

John J. Knapp, Sr.
Detachment Commander

Robert J. Avery
Detachment Adjutant

DATE: April 11, 2013

TO: Detachment Executive Committee:
Elected/Appointed Officers, Assistants, Aides,
Committee Chairmen and Members,
Past Detachment Commanders, Color Guard, Specials,
Advisor, Assistant Advisor, Consultant,
District and County Commanders,
District, County and Squadron Adjutants

BY: Robert J. Avery, Adjutant Christopher Burtch, Assistant Adjutant
Raymond Jarvis, Assistant Adjutant
Mark D. Kearsing, Assistant Adjutant

RE: A) Official Call to the 39th Annual Detachment Convention
B) Officer Certification Form (OCF)

A) OFFICIAL CALL TO THE 39th ANNUAL DETACHMENT CONVENTION

Pursuant to Article IV of both the Constitution and By-Laws of the Sons of The American Legion, Detachment of New York, the Annual Convention is hereby called by order of the Detachment Executive Committee and Detachment Commander John J. Knapp, Sr. for the following purposes:

- 1) To complete all business of the Detachment for the fiscal year.
- 2) To vote on any Resolutions which are typed and properly submitted in accordance with the Detachment Manual.
- 3) To vote on any Amendments to the Constitution and By-Laws which are typed and submitted in accordance with Article XII.
- 4) To elect a Commander, Five (5) Vice Commanders, a Chaplain, and a Historian.

DELEGATES/ALTERNATES:

Representation of Delegates shall be allotted in accordance with Article IV, Section 2 of the Constitution. Each County shall be allowed two (2) Delegates and (2) Alternates and one (1) additional Delegate and Alternate for each ten (10) members or major fraction thereof, paid up to Detachment HQ thirty (30) days prior to Convention.

REGISTRATION:

The Registration Fee is \$10.00 per member. A check, payable to "Sons of The American Legion Detachment of New York", must be received with the Registration Form at Detachment HQ fifteen (15) days prior to Convention for pre-registered delegates and alternates. No cash is

accepted. **The required Registration Form is included in this mailing and also may be found in the Detachment Manual.** All delegates and alternates must produce a valid Membership Card to register. There will be no exceptions! Those who do not pre-register may register at the Convention, provided they make payment by check, have completed the Registration Form, and meet all other requirements. Delegates and alternates will receive their credentials and convention packet upon check-in at the Credentials table at Convention.

DEPARTMENT PARADE:

Parade uniform consists of SONS cap, white short sleeve shirt, black pants, black footwear and socks. The Detachment Officers and Executives march in the first division. **All other SONS march with their County delegations.** All members are requested to march! Sons of The American Legion marching units must register their colors prior to the parade. Judging results will be available for pick-up on Saturday morning at the site of the Legion Convention, and a judge will also be present to answer any questions between 8:30 and 9:00 AM.

HOUSING FORMS:

A Housing Form is included with this mailing and you may make additional copies as needed. ALL REQUESTS FOR HOUSING MUST BE MADE USING A HOUSING FORM! In order to insure placement at our Headquarters Hotel, SONS should return the Housing Form **to the address noted thereon**, as soon as possible. **Requests for housing must be received by June 10, 2013 - Deadline to be eligible for HQ Housing is May 1, 2013.** **NOTE:** You may disregard the signature approval line for the County Housing Chairman.



39th ANNUAL DETACHMENT CONVENTION AGENDA

SONS HQ HOTEL: Holiday Inn, 114 Buffalo Ave., Niagara Falls, NY 14303

SONS CONVENTION SITE: The Conference and Event Center, 101 Old Falls St., Niagara Falls, New York 14303

Tuesday July 16, 2013	7:00 PM	Finance Commission (Meet at Holiday Inn)
<i><u>NOTE: Only Finance Commission members receive per diem reimbursement for this meeting!</u></i>		
Wednesday July 17, 2013	6:00 PM	Pre Convention DEC Meeting
Thursday, July 18, 2013	9:00 AM -11:45 AM	Convention
	12:00 PM – 1:00 PM	“Meet The Candidates” Luncheon
	1:15 PM – 3:00 PM	Convention
Friday, July 19, 2013	9:00 AM	Convention
	2:00 PM	Installation Luncheon
	6:30 PM	Department Parade
Saturday, July 20, 2013	10:00 AM	Post Convention DEC Meeting

REGISTRATION SCHEDULE:

Registration: The Conference and Event Center, 101 Old Falls St., Niagara Falls, New York 14303

Wednesday, July 17, 2013	5:00 PM – 6:00 PM 7:00 PM – 7:30 PM
Thursday, July 18, 2013	8:00 AM – 11:45 AM 1:00 PM – 2:00 PM
Friday, July 19, 2013	8:00 AM – 9:30 AM

NOTE:

Although every effort will be made to adhere to the above time schedule, it is subject to change. Any changes will be announced and/or posted during Convention.

GOLF OUTING:

The 9th Annual Convention CWF Golf Outing will take place on Wednesday July 17th with all proceeds benefiting The American Legion Child Welfare Foundation. Entry and hole sponsorship forms are included in this mailing. ***All Legion Family members are welcome!***

INSTALLATION LUNCHEON:

The Installation Luncheon will be held on Friday July 19, 2013 at 2:00 PM at Stephen Sikora A.L. Post 1322 in North Tonawanda. The Luncheon Reservation Form is included in this mailing.

NOTE: The Luncheon will be served promptly at 2:00 PM. Transportation will be provided from the Holiday Inn to Post 1322 and back.



B) OFFICER CERTIFICATION FORM (OCF)

All Squadron Adjutants are reminded to forward their OCF to Detachment HQ immediately following their Squadron elections. The same goes for all formed Counties and Districts. A blank OCF is included in this mailing for your use. The form can always be found at the Detachment website: www.sonsdny.org . The on line form is in a “fillable” format that can be directly forwarded to Detachment HQ upon completion. Remember that you must complete and submit an OCF for the 2013-2014 Administrative Year even if the Officers remain the same! **If an Officer Certification Form has not been received at Albany HQ from your Squadron, you will not receive 2014 Membership cards.**



***SONS OF THE AMERICAN LEGION DETACHMENT OF NEW YORK
INSTALLATION LUNCHEON RESERVATION FORM***

Friday, July 19, 2013 @ 2:00 PM / Stephen Sikora A.L. Post 1322
950 Payne Avenue, North Tonawanda, NY 14120

Name _____ Tele. _____ # Attending: _____

Address _____

Email: _____

Luncheon Menu:

***Chicken, Roast Beef, Red Potatoes, Mixed Vegetables,
Rolls, Butter, Coffee or Tea, Dessert***

RSVP by July 12, 2013

Mail this form along with a check for \$16.00 per person payable to:

“Sikora Post 1322”

to:

Kevin Hewitt

77 Raintree Island

Unit 9

Tonawanda, NY 14150

(716) 507-3921 kevinhewitt09@gmail.com

**DETACHMENT OF NEW YORK
CONVENTION DELEGATE/ALTERNATE
REGISTRATION FORM INSTRUCTIONS**

Submitted by: County SONS Adjutant, or if no County Organization, the Squadron Adjutant.

Purpose: To register Delegates and Alternates and pay the registration fee for Convention.

Deadline: Fifteen (15) days prior to Convention.

FEE: \$10.00 PER DELEGATE OR ALTERNATE

Details: Delegates/Alternates amounts are based on membership totals of the Counties, thirty (30) days before Convention, therefore the County Sons Adjutant certifies them. If no County Organization exists, the Squadron Adjutant certifies Squadron Delegates/Alternates. A meeting of Squadrons within a County can be held to coordinate representation.

All members shall produce their membership card at Convention Registration.

Detachment Constitution – Article IV and Convention Rule #9 shall be complied with.

All registration fees MUST be paid by check payable to: Detachment of New York SONS and shall accompany registration form.

ONE FORM PER COUNTY, IF ORGANIZED

IMPORTANT: NO CASH WILL BE ACCEPTED AT REGISTRATION.
EFFECTIVE 1993

Sons of The American Legion

**Detachment of New York
Child Welfare Foundation Golf Tournament**

July 17, 2013

**Hyde Park Municipal Golf Course
4343 Porter Rd. Niagara Falls, NY 14305-3325
716-297-2067**

Captain & Crew Format

**\$55.00 per person/ \$220.00 team of four
9AM TEE TIME**

**Includes 18 holes of golf, cart, hotdog with a drink on the turn.
Awards gathering at a nearby American Legion Post**

All Proceeds to Benefit The American Legion Child Welfare Foundation

Full payment is required by July 1, 2013

Captain _____ Phone: _____
Player 2 _____
Player 3 _____
Player 4 _____

Checks Payable to: SAL DETACHMENT OF NY

**Mail to: Kevin Hewitt
77 Raintree Island
Unit 9
Tonawanda, NY 14150
716-507-3921
kevinhewitt09@gmail.com**

APPLICATIONS DUE BY JULY 1st NO EXCEPTIONS!!!



ATTENTION

NEW YORK STATE LEGION FAMILY



THE DETACHMENT OF NEW YORK, SONS OF THE AMERICAN LEGION IS OFFERING YOU AN OPPORTUNITY TO SHOW YOUR SUPPORT FOR A VERY IMPORTANT AMERICAN LEGION PROGRAM, THE CHILD WELFARE FOUNDATION.

THE DETACHMENT OF NEW YORK IS HOLDING A CAPTAIN AND CREW GOLF TOURNAMENT PRIOR TO CONVENTION AT THE HYDE PARK GOLF COURSE ON WEDNESDAY, JULY 17, 2013. EACH YEAR, ALL THE PROCEEDS FROM THIS TOURNEY ARE DONATED TO THE CHILD WELFARE FOUNDATION.

ALL HOLE SPONSORS WILL BE RECOGNIZED WITH A COMPUTER GENERATED SIGN POSTED ON THE COURSE FOR ALL PARTICIPANTS TO SEE, THEY WILL BE DISPLAYED AT THE LUNCHEON AFTER THE TOURNEY, AS WELL AS IN THE SONS MEETING ROOM DURING SESSIONS AT CONVENTION.

THE COST OF THE SPONSORSHIP, AND ALL THE RECOGNITION THAT YOUR POST, UNIT OR SQUADRON WILL RECEIVE IS ONLY A \$25 CONTRIBUTION!!!

Business Name: _____

Post, Unit, Squadron Number and Name: _____

City: _____

Contact name and phone # _____

EMAIL ADDRESS : _____

Please make checks payable to: SAL Detachment of NY and mail forms and checks to:

**Kevin Hewitt
77 Raintree Island
Unit 9
Tonawanda, NY 14150**

THANK YOU FOR YOUR INVALUABLE ASSISTANCE!

THE AMERICAN LEGION DEPARTMENT OF NEW YORK
95th Annual Convention – July 15-21, 2013
Niagara Falls, NY

****OFFICIAL CONVENTION HOUSING FORM****

Special blocks of rooms are being held for The American Legion Department of New York's 95th Annual Convention. It is important that you **use only the official American Legion convention hotels**. You **MUST use this official form**. You cannot make room reservations directly with the hotel. Reservations not processed through Niagara Tourism & Convention Corporation (NTCC) will not receive special convention rates. ALL HOUSING FORMS MUST BE RECEIVED BY JUNE 10, 2013. AFTER THAT DATE ALL BLOCKS WILL BE RELEASED AND ROOMS WILL BE ASSIGNED ON SPACE AVAILABILITY ONLY. **Please note: your County Housing Chairman must sign this form.** NO RESERVATIONS WILL BE TAKEN OVER THE PHONE, BY FAX OR BY E-MAIL.

PLEASE PRINT CLEARLY! ONE FORM PER ROOM!

Reservation to be confirmed to:

County _____ District _____
Arrival Date _____ Departure Date _____
Name _____
Address _____
City, State, Zip _____
E-mail (if you would like an e-mail confirmation) _____
Day time phone _____
Credit Card Number _____
Expiration date _____ Cardholder Name _____

Reservations will not be made without credit card to hold room, credit card and card will be charged one nights room and tax if you do not cancel 72 hours prior to arrival.

Please list your 3 choices for hotel. *If you do not and your 1st choice is full, your hotel will be chosen at random.* Hotels and rates are listed on reverse side.

1st Choice _____ 2nd Choice _____
3rd Choice _____

Additional needs (please circle): roll-in shower smoking/non-smoking rollaway bed (\$)

Type of room:

Single (1 ppl/1 bed) _____ Double (2ppl/1 bed) _____ Twin (2ppl/2 beds) _____
Triple (3ppl/2 beds) _____ Quad (4ppl/2 beds) _____

Please list names of all occupants sharing room (confirmation will be sent only to person listed at the top of form):

1st occupant _____ 2nd occupant _____
3rd occupant _____ 4th occupant _____

Please circle appropriately:

LEGION AUXILIARY S.A.L. GUEST DELAGATE ALTERNATE

Signature of County Housing Chairman _____

THE AMERICAN LEGION DEPARTMENT OF NEW YORK
95th Annual Convention – July 15-21, 2013
Niagara Falls, NY

****OFFICIAL CONVENTION HOUSING FORM****

SIDE 2

American Legion Convention Hotels:

<u>Hotel</u>	<u>Address</u>	<u>Single</u>	<u>Double</u>	<u>Triple</u>	<u>Quad</u>
Sheraton at the Falls*	300 Third Street	\$144.00	\$144.00	\$144.00	\$144.00
Quality Hotel & Suites**	240 First Street	\$124.00	\$124.00	\$144.00	\$164.00
Holiday Inn***	114 Buffalo Avenue	\$140.00	\$140.00	\$140.00	\$140.00
Seneca Niagara Casino Hotel	310 Fourth Street	\$140.00	\$140.00	\$140.00	\$140.00
Comfort Inn "The Pointe"	One Prospect Pointe	\$144.00	\$154.00	\$164.00	\$174.00

*Legion Headquarters

**Auxiliary Headquarters

***S.A.L. Headquarters

Rates shown do not include taxes and/or resort fees.

To ensure tax exemption, present a copy of your tax exempt certificate (ST-119.5) when you check into hotel.

DO NOT send exempt form or checks with this room request. Credit card number **MUST** be provided on this form to hold a room or form will be returned. If you are paying by check, payment needs to be sent to hotel **AFTER** you receive your confirmation but 10 days before arrival.

County delegations wishing to stay in the same hotel **MUST** send completed forms in one packet.

Confirmations will not be sent until after April 1, 2013.

Headquarters housing for Membership Award Winners **MUST** be received by May 1, 2013 or will not be honored.

PINK Auxiliary and **BLUE** S.A.L forms **MUST** be received by May 1, 2013 to be eligible for headquarters housing.

After your County Housing Chairman signs this form, please mail to:

Niagara Tourism & Convention Corporation
 Attn: Housing
 10 Rainbow Boulevard
 Niagara Falls, NY 14303

Your confirmations will be sent within 2 weeks of receiving your reservation. No confirmations will be sent before April 1, 2013. Confirmations will be e-mailed to e-mail provided or if no e-mail is provided, they will be mailed to contact information at top of form. This will be your only confirmation.

If there are any questions regarding housing, contact Housing Chairman George Harvey at 716-572-6891 or dakharv@yahoo.com

OFFICER CERTIFICATION FORM (OCF)

Submitted By: Squadron, County, District Adjutants, or other appropriate Official

Submitted To: Detachment Headquarters, Attn: SONS Coordinator.

DISTRICTS also send a copy to the Detachment Adjutant, see Directory.
(District organizations receive their vote on the Detachment Executive Committee upon filing. New year starts at the close of Detachment Convention).

COUNTIES should send a copy to their **DISTRICT** Adjutant.

SQUADRONS should send a copy to **BOTH** their County and District Adjutants.

REQUESTS FOR OFFICER CERTIFICATION FORMS: May be made by the Adjutant or Commander for the Organizations in their area. (District may request County & Squadron, County may request District & Squadron, and Squadron may request District & County.)

Submit: No later than June 1st (Squadron master list is updated by HQ in August).
File every year and after every election of Officers, even if the Officers remain the same!

Details: Of all the forms requested by the Detachment Organization, this is the most important one. Levels of The American Legion that do not yet have Sons levels are encouraged to submit the form so the information from mailings will be received in the area.

To **AMEND** a previously submitted form, write “**AMENDED**” on the top, fill in the name of the Organization, the change(s) and the signature line. Be sure to notify the Detachment and Post Office if you move!

Note in left margin on other side if the officers listed are Committee Chairman, and list them below along with any others.

MEMBER ID#	OFFICE or COMMITTEE NAME	MAILING ADDRESS	PHONE # (w/ac)