

A Joint Invitation from the VFW National Home and VFW National Auxiliary Headquarters

Dear Jr. Vice President:

You are cordially invited to attend both the Annual Department Jr. Vice Commander and President Orientation at the VFW National Home and the VFW National Auxiliary Junior Vice Conference held at the DoubleTree Hotel in Lansing (formerly the Radisson).

The National Home Orientation runs Thursday, May 16th through Friday, May 17th.

The Auxiliary Conference runs Saturday, May 18th through Sunday, May 19th.

There will be a **single registration** for both events. Please register online by March 1st. You will not be able to complete registration without including your travel information so please **make your travel/flight arrangements before registering.**

You should have already received your authorization to travel from Alisa Jones at Auxiliary National Headquarters. Please reach out to her by phone at 816-800-8744 or email if you have not received it.

VFW National Home Department Jr. Vice Orientation

This popular orientation provides an in-depth look at the National Home's programs, facilities, and services and is designed to assist you as you prepare to assume leadership of your Department. Please refer to the agenda for more detail on what to expect from this orientation.

The National Home will:

- Provide transportation between Lansing's Capitol City Airport (LAN) and the DoubleTree Hotel.
- Provide transportation between the DoubleTree Hotel and VFW Post #2406 in Charlotte, MI.
- Provide transportation between the DoubleTree Hotel and the VFW National Home.
- Provide dinner on Thursday, May 16th at Post #2406.
- Provide breakfast at the hotel and lunch and dinner on-site Friday, May 17th.
- Reserve a block of rooms available for \$85 a night at the DoubleTree Hotel.
- Reserve your room based on your registration information.

What you are responsible for:

- Making your travel arrangements with Veteran Travel Service (VTS), arriving in Lansing no later than 3pm, Thursday, May 16th.
- Providing a credit card upon check-in to the DoubleTree Hotel.
- If you room with a non-auxiliary guest, you are responsible for paying for their half of the hotel room upon checkout.
- If you arrive on Wednesday, May 15th, you will be responsible for payment for the additional night of stay.
- If your Department is planning to make a donation to the National Home, or the JVC Store project, please bring checks to this event. Check presentations will be on Friday evening.

You can contact the National Home with any questions via phone at 866-483-9642 or **email**.

VFW National Auxiliary Junior Vice Conference

Following the National Home's Jr. Vice Commander and President Orientation, the VFW Auxiliary will hold its Junior Vice Conference at the DoubleTree Hotel. The training will be all day Saturday, May 18th and until noon on Sunday, May 19th.

The VFW National Auxiliary Headquarters will:

- Pay for your hotel room if you room with another Auxiliary Junior Vice President May 16th May 17th and May 18th.
- Pay for half of your lodging if you choose to room with a non-auxiliary guest.
- Reserve a block of rooms available for \$85 a night at the DoubleTree Hotel.
- Provide all on-site meals for Saturday, May 18th at the DoubleTree Hotel.
- Provide breakfast and lunch on Sunday, May 19th at the DoubleTree Hotel.

****Please see Authorization to Travel regarding reimbursement.****

What you are responsible for:

- Making your travel arrangements with Veteran Travel Service (VTS).
- If you room with a non-auxiliary guest, paying for their half of the hotel room upon checkout.

You can contact Auxiliary Headquarters Travel & Event Coordinator Alisa Jones with any questions via phone at 816-800-8744 or [email](#).

We look forward to seeing you in May 2024!

Sincerely,

Mike Wilson
VFW National Home Executive Director

and

Lois Callahan
VFW Auxiliary National Jr. Vice-President