



MARINE CORPS LEAGUE
Department of Florida



10 December 2023

From: Commandant

To: Marine Corps League and Marine Corps League Auxiliary Members

SUBJ: LETTER OF INSTRUCTION (LOI) FOR 2024 DEPARTMENT OF FLORIDA SPRING CONFERENCE

Ref: (a) Department of Florida Administrative Procedures, Chapter 3, Sections 300, 310,
315 and 320

(b) Department of Florida Conference/Convention Planning Guide

Encl: (1) Schedule of Events - 2024 Spring Conference
(2) MCL Member Registration Form
(3) MCL Auxiliary Member Registration Form
(4) Banquet Reservation Form
(5) Banquet Menu
(6) Conference Program Ad Form
(7) Professional Development Program Training Session Registration Form

1. **Purpose.** To provide information, tasks, instructions for the subject event per the references.
2. **Information.** The Department of Florida will conduct the 2024 Spring Conference in accordance with the references. The following information is provided for all members of the Department of Florida Marine Corps League and Auxiliary attendance at the conference:
 - a. Dates and Events. 11-14 April 2024. See Enclosure (1) for schedule of all meetings.
 - b. Location. Best Western Gateway Grand Hotel and Conference Center,
4200 NW 97th Boulevard, Gainesville, FL 32606
 - c. Conference registration cost is \$5.00 in advance and \$6.00 at the conference site.
See Enclosure (2) for Marine Corps League registration form and
Enclosure (3) for Marine Corps League Auxiliary registration form.
 - d. Room rates for the conferences are \$134.00 + taxes.
The rate is for standard queen double and includes hot, made-to-order breakfast,
free Wi-Fi, and self-parking. King-size beds and ADA rooms are also available.

- e. Reservations for rooms can be made online or by calling the hotel.
- i. The GROUP CODE will populate automatically via this link.
https://www.bestwestern.com/en_US/book/hotel-rooms.10281.html?groupId=F48ID9M0
 - ii. Calling the hotel at 352-331-3336 and reference:
GROUP CODE 2024 DOF MCL Spring Conference.
 - iii. The DEADLINE for lodging reservations at the \$134 rate is 25 March 2024.
Any reservations made after the 25th will be at the \$154.00 rate.
- f. The banquet cost is \$50.00 and includes four choices, beef, chicken, fish and vegetarian. See Enclosure (4) for the banquet reservation form. Enclosure (5) has the menu details. DEADLINE for banquet reservations is MONDAY, 01 APRIL 2024. Banquet reservations must be made in advance, **no banquet reservations are available at the conference.**
- g. Ads for the conference program book range in cost from \$15.00 for business card to \$100.00 for a full page; inside front is \$150 and back cover is \$200. All ad prices are for black and white; color is available for an additional \$25.00. See Enclosure (6) for the form and details on submission of pdf/jpg ad and payment. DEADLINE for submission and payment of ads is MONDAY, 25 MARCH 2024.
- h. The Department's Professional Development Program (PDP) team will be presenting a training session on Friday, 12 April 2024. See Enclosure (7) to register for this very informative event. DEADLINE for advanced registration is FRIDAY, 29 MARCH 2024. Any Detachment League member or Member-at-Large member may attend but must be registered for the conference to attend the PDP session.
3. **Action.** The MCL Department of Florida has coordinated and approved the location, dates, and pricing for the 2024 Spring Conference as authorized by the approved motion from the Department's 2023 Fall Conference.
- a. Gator Detachment 990 and Pound 263:
 - i. The Gator Detachment 990 and Pound 263 are designated the co-leads for the Department's 2024 Spring Conference.
 - ii. The Gator Detachment 990 and Pound 263 will provide all administrative tasks as needed for the conduct of the Department's 2024 Spring Conference to include but not limited to collection of conference registrations, banquet reservations, conference program ads and payments for these events

b. Department of Florida Adjutant:

- i. The Department of Florida Adjutant will disseminate this letter and its enclosures as an Official Department Communication via email to the Department's Board of Trustees, all District Vice Commandants for further distribution to Detachment Commandants and the membership.
- ii. Adjutant will coordinate with the Department's Webmaster to post the letter and enclosures on the Department's website.

4. **Coordinating Instructions.**

- a. As this Conference is being co-sponsored, Detachment 990 Commandant and Pound Keeper 263 will coordinate with the District 2 Vice Commandant, as well as District 3 Vice Commandant and Devil Dog Shelter 4 Patrol Dog.

5. **Points of Contact.**

Contact Gator Detachment 990 Adjutant at huttojd112@gmail.com (386) 984-6925 with inquiries about the hotel, vendor, registration, banquet, ads for the conference program book.

Contact Pound Keeper 263 Bill Nantz at chopper_55@comcast.net (904) 955-2389 about volunteers and guest speaker.

Semper Fi,
Mike Armstrong, Commandant
Department of Florida Marine Corp League

Copy to:

MCL National Commandant
MCL SE Division National Vice Commandant
MCL DOF Board of Trustees and Staff Officers
MCL DOF District Vice Commandants
File



Schedule of Events

- Department of Florida MCL 2024 Spring Conference



Thursday 11 April	MCL DOF & MODD FL Pack Events	Location	Thursday 11 April	MCLA DOF and MODD Flea Events	Location
1400-1700	MCL/MODD Registration	Prefunction Area	1400-1700	MCLA Registration	Prefunction Area
1400-1700	MCL DOF Ships Store	Santa Fe	1400-1700	MCLA DOF Ships Store	San Felasco
1400-1530	DOF Board of Trustees Meeting	Edgewood Boardroom	TBD	MCLA Board of Trustees Meeting	Springhill West
1530-1600	Scholarship Committee	Edgewood Boardroom			
1600-1630	Financial Review Committee	Edgewood Boardroom			
1600-1700	PDP Set up	Springhills East			
1600-2300	Hospitality Room	Presidential Suite 3 rd Fl	1600-2300	Hospitality Room	Presidential Suite

Friday 12 April	MCL DOF & MODD FL Pack Events	Location	Friday 12 April	MCLA DOF and MODD Flea Events	Location
	Breakfast – On your own	Hotel buffet		Breakfast – On your own	Hotel buffet
0900-1130	MCL/MODD Registration	Prefunction Area	0900-1130	MCLA/Flea Registration	Prefunction Area
0830-1130	Professional Development Program	Springhills East	0900- 1600	Ships Store MCLA	San Felasco
0730-1600	Ships Store MCL/MODD	Santa Fe	0900- 1130	MCLA Meeting	San Felasco
1000-1100	District Vice Commandants Meeting	Springhills West	1130-1300	Lunch – On your own	Hotel “special”
1130-1300	Lunch – On your own	Hotel “special”	1300-1600	MCLA/Flea Registration	Prefunction Area
1300-1700	MCL/MODD Registration	Prefunction Area	1330-1600	MCLA Workshop	San Felasco
1600-2300	Hospitality Room	Presidential Suite 3 rd Fl	1600-2300	Hospitality Room	Presidential Suite
1330-1530	Professional Development Program	Springhills East			
1530-1630	Detachment Commandants Meeting	Springhills West			
1630-1700	MODD FL Pack Staff Growl	Springhills West			
1700-1830	Dinner – On your own	Local area	1700-1830	Dinner – On your own	Local area
1830-1900	MODD Flea Scratch	Santa Felasco	1830-1900	MODD Flea Scratch	Springhills East
1900-2200	MODD FL Pack Grand Growl	Springhill West			



Schedule of Events

- Department of Florida MCL 2024 Spring Conference



Saturday 13 April	MCL DOF & MODD FL Pack Events	Location	Saturday 13 April	MCLA DOF & MODD Flea Events	Location
	Breakfast – On your own	Hotel buffet		Breakfast – On your own	Hotel buffet
0800	Morning Colors	FRONT of Hotel	0800	Morning Colors	FRONT of Hotel
0815-0850	Chapel of Four Chaplains	Springhills West	0815-0850	Chapel of Four Chaplains	Springhills West
0815-0850	MCL/MODD Registration	Prefunction Area	0815-0850	MCLA Registration	Prefunction Area
0900-0950	Joint Meeting & Memorial Service	Springhills West	0900-0950	Joint Meeting & Memorial Service	Springhills West
1000-1200	MCL Business Meeting	Springhills West	1000-1200	MCLA Business Meeting	San Felasco
1200-1300	Lunch – On your own	Hotel “special”	1200-1300	Lunch – On our own	Hotel “special”
1200-1500	Ships Store MCL/MODD	Santa Fe	TBD	Ships Store MCLA	San Felasco
1300-1400	DOF MOY/AOY	Edgewood Boardroom	1300-1400	MCLA Business Meeting, if needed	San Felasco
1400-1500	DOF Cmdt of the Year	Edgewood Boardroom			
1500-1600	IWFF Committee	Edgewood Boardroom			
1300-1600	Hospitality Room	Presidential Suite 3 rd Fl	1300-1600	Hospitality Room	Presidential Suite
1700-1800	Reception	Prefunction Area	1700-1800	Reception	Prefunction Area
1800-2000	Banquet	Springhills Ballroom	1800-2000	Banquet	Springhills Ballroom
2000-2300	Hospitality Room	Presidential Suite 3 rd Fl	2000-2300	Hospitality Room	Presidential Suite

Sunday 14 April		Location	Sunday 14 April		Location
	Breakfast – On your own	Hotel buffet		Breakfast – On your own	Hotel buffet
0800	Teardown and load up		0800	Teardown and load up	

CONFERENCE REGISTRATION FORM



Department of Florida Marine Corps League
2024 Spring Conference
11-14 April 2024



Advanced Registration: \$5.00 / On-site Registration: \$6.00

Detachment Name & # _____

<u>NAME</u>	<u>AMT PAID</u>
1. _____	\$ _____
2. _____	\$ _____
3. _____	\$ _____
4. _____	\$ _____
5. _____	\$ _____
6. _____	\$ _____
Total	\$ _____

Check amount \$ _____ Check# _____

DEADLINE
for **Advanced Registration**
1 APRIL 2024

- Make check(s) payable to **MCL Gator Det 990**
- Mail completed form and payment to:

MCL GATOR DETACHMENT 990
ATTN: JIM HUTTO
PO BOX 14
HIGH SPRINGS, FL 32655

CONFERENCE REGISTRATION FORM



Department of Florida Marine Corps League Auxiliary
2024 Spring Conference
11-14 April 2024



Advanced Registration: \$5.00 / On-site Registration: \$6.00

Detachment Name & # _____

<u>NAME</u>	<u>AMT PAID</u>
1. _____	\$ _____
2. _____	\$ _____
3. _____	\$ _____
4. _____	\$ _____
5. _____	\$ _____
6. _____	\$ _____
Total	\$ _____

Check amount \$ _____ Check# _____

DEADLINE
for **Advanced Registration**
30 March 2024

- Make check(s) payable to Dept. Of Florida MCLA
- Mail completed form and payment to:

Spring Conference MCLA
Kathy Rottino
7288 Blackbird Ave
Weeki Wachee, FL 34606
860-642-7976

CONFERENCE BANQUET RESERVATION FORM



Department of Florida Marine Corps League
2024 Spring Conference
11-14 April 2024



Banquet Reservation: \$50.00 per person

Only advanced banquet reservations – no banquet reservations available on-site

	NAME	Beef	Chicken	Fish	Eggplant	X
		Select one for each person listed				
1.						XXXXX
2.						XXXXX
3.						XXXXX
4.						XXXXX
5.						XXXXX
6.						XXXXX

DEADLINE MONDAY 1 APRIL 2024 DEADLINE

- Make check(s) payable to **MCL Gator Det 990**
- Mail completed form and payment to:

MCL GATOR DET 990
ATTN: BANQUET RESERVATION
PO BOX 14
HIGH SPRINGS, FL.42655

Banquet Menu



All plated dinners include:

Garden salad

Warm rolls

Chef's starch selection

Vegetable

Dessert

Freshly Brewed Regular and Decaffeinated Coffee

Assorted Hot Teas

Iced Unsweetened Tea

Water

Ribeye Steak - 10oz Garlic and Rosemary Crusted Ribeye, served with Horseradish and Au Jus

Pineapple Seared Chicken - Marinated Chicken Breast with Freshly Grilled Pineapple Ring

Herb Crusted Salmon - Pan Seared Salmon Filet Topped with Roasted Red Pepper Sauce

Eggplant Parmesan - Lightly Coated Eggplant, Fried and Layered with Ricotta, Mozzarella, and Parmesan in Marinara Sauce

CONFERENCE PROGRAM BOOK AD FORM

Department of Florida Marine Corps League
2024 Spring Conference

Standard 8 ½" x 11" Program Book Ad Rates

Full Page -----	\$100.00
Half Page -----	\$50.00
Quarter Page -----	\$25.00
Business Card -----	\$15.00
Inside cover -----	\$150.00
Back cover -----	\$200.00

**Check Here
for Color!**

All ads are in black and white. (Color copy is available for an additional \$25 per ad.) Make check/money orders payable to MCL Gator Detachment 990. E-mail program ad, in digital format (PDF or JPEG) as you would like the ad to appear in Conference Program Book.


DEADLINE **MONDAY MARCH 25, 2024** **DEADLINE**

Ad, completed form, and payment **MUST** be received **NO LATER THAN** the **DEADLINE** to be included in the program book.

Detachment/Unit/Name _____

Check amount \$ _____ Check# _____

Email Ad (jpg or pdf) to  vkisling@ufl.edu

Mail Form & Check to  **Jim Hutto
PO Box 14
High Springs, FL 32655**

PROFESSIONAL DEVELOPMENT PROGRAM

REGISTRATION FORM



ADVANCED REGISTRATION ONLY

Department of Florida Marine Corps League
2024 Spring Conference
11-14 APRIL 2024

Advanced PDP Registration: \$15

PDP SESSION DATE: Friday, 12 April 2024

REMINDER: you MUST be registered for the Dept of FL MCL Conference to be eligible to attend the Professional Development Program Session

Please PRINT LEGIBLY

DETACHMENT NAME:
DETACHMENT #

NAME	PHONE #	EMAIL ADDRESS
Amount Enclosed	\$	
Check #:		

DEADLINE

for **Advanced PDP Registration Only**

FRIDAY 29 March 2024

- Make Check payable to: *DEPARTMENT OF FLORIDA MARINE CORPS LEAGUE*
- Mail completed form and payment to :

Kathleen Pothoff
ATTN: SPRING 2024 PDP
9741 SW 63rd Loop
Ocala, FL. 34481

Enclosure (7)