

Midwest Division - Marine Corps League

**MIDWEST DIVISION ADMINISTRATION PROCEDURES
FOR
HOLDING A MIDWEST DIVISION CONFERENCE**

29 FEBRUARY 2012

REVISION – C

Administrative Procedure 2011 – 022912_Webb MWD

Midwest Division - Marine Corps League

Purpose: For use by the Host Detachment and Division Staff

This administrative procedure supersedes all previous documents effective 19 April 2011 addressing the customary styles of conducting a more effective run conference that was not included at the earlier date.

There are numerous ways of handling the many different events that take place Friday through Sunday. It is intended that items covered in this procedure will answer many questions regarding the actual "goings on" of the Conference. In nearly all instances, the following comment/suggestions for "How to do it" for the particular event have been tried and proven to be successful, During the past 25 + years of holding Division Conferences.

Midwest Division approved a Delegate fee of \$5.00 to be collected from all Marine Corps League members attending the conference and that amount will be provided to the Division Paymaster at the close of Registration. *(As of this time the Auxiliary does not collect a Delegate fee. This needs to be noted on the registration form)*

Guidelines Only – Recommended Rooms for Conference is 45 Rooms plus 15 Option this is the call of the hosting Detachment but we have been having attendance of approx. 100 attending the conferences.

Spring Conference 2011 in Watertown South Dakota the Division body voted on the Spring Division Conference be expanded to three days and Fall Conference would remain two days.

Spring Conference:

Thursday Events:

Hotel Marquee "WELCOME MARINES"

Marine Corps Flag Fly the Flag *(If possible, work with Hotel)*

Hosting Detachment has an informational table to help Marine Corps League Members, Auxiliary Members and Guest with checking in and directions with agendas for Conference. This should be operational after 1300 to 1800.

Coordinate with National Vice Commandant, Midwest Division and Auxiliary MWD Vice President for the number of class rooms and facilities needed for classes on Friday.

A small social area or room could be planned in the hotel facilities but this is optional... Marines will always find a place to socialize around the Scuttlebutt. ["In days of old, Navy brethren gathered around the cask of drinking water on ships (known as a scuttlebutt) to exchange gossip. "Scuttlebutt," as a result, also came to be known as passing rumors."]

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Friday Events:

Hotel Directory - - - (Update Daily)

Hospitality Room #

Auction Location - Room number & Time

MCL & MCLA Joint Session Opening - Room # & Time

Banquet - Room number & Time

Other items as needed

Registration opens - - - - 0800 - 1700

Alphabetical Listing of Guests

Preprinted Name Tags (Chamber of Commerce may help you with this)

Hospitality Bag for the Guests

Sale of Raffle Tickets for your fund raiser

Extra Programs of Conference Schedule

Several people should assist at the Registration Desk

Be prepared to take monies and print name tags for those not pre-registered

Training Classes 0900 – 1200

Commandants Council 1300 – 1500

Hospitality Room - - - 1200 Food & Drink for Registered Guests who paid fee

Adequately Staffed Bartenders (Friday P.M. is a busy time)

Closes prior to Auction

Reopens after Auction

Auction - - - Starting time 1900 - - not later than 1930 (Auction is the Hosting Detachment fundraising event and they are in charge of its operations)

Use a Professional Auctioneer (*If at all possible, you should be able to get someone in your community to donate their service for this function*)

Clerks - Have two people Clerk that are familiar with auction practices

Have Bidders sign in, using the number system

Use a Cash Box. - - \$100 in change

Best sale itemsMilitary and Marine Corps type memorabilia

Arrange sale items - - leave best for last. Etc.

Have plenty help for auctioneer (to deliver sold items to buyer)

Silent Auction works well for a lot of small items and saves time

Cash Bar at Auction (this is provided by Hotel)

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Note - Auctions have been held at Marine Corps League Conferences for past 25 plus years. The proceeds from the auction of items donated by the Div. members is intended to off-set the Hosts Hospitality room and Convention expenses, and you should make your Detachment some money. The Ultimate goal has always been do whatever is necessary to keep the Conference fees as low as possible. Run it like a business.

Fall Conference:

Friday Events:

Hotel Marquee “WELCOME MARINES”
Marine Corps Flag Fly the Flag (*If possible, work with Hotel*)

Hosting Detachment has an informational table to help Marine Corps League Members, Auxiliary Members and Guest with checking and directions with agendas for Conference.

Hotel Directory - - - (Update Daily)

Hospitality Room #
Auction Location - Room number & Time
MCL & MCLA Joint Session Opening - Room # & Time
Banquet - Room number & Time
Other items as needed

Registration opens - - - - 1300 - 1700

Alphabetical Listing of Guests
Preprinted Name tags (Chamber of Commerce may help you with this)
Hospitality Bag for the Guests
Sale of Raffle Tickets for your fund raiser
Extra Programs of Conference Schedule
Several people should assist at the Registration Desk
Be prepared to take monies and print name tags for those not pre-registered

Commandants Council 1500 – 1630

Hospitality Room - - -1400 Food & Drink for Registered Guests who paid fee

Adequately Staffed Bartenders (Friday P.M. is a busy time)
Closes prior to Auction
Reopens after Auction

Auction - - - Starting time 1900 - - not later than 1930 (Auction is the Hosting Detachment fundraising event and they are in charge of its operations)

Use a Professional Auctioneer (*If at all possible, you should be able to get someone in your community to donate their service for this function*)

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Clerks - Have two people Clerk that are familiar with auction practices
Have Bidders sign in, using the number system
Use a Cash Box. - - \$100 in change
Best sale itemsMilitary and M.C. type memorabilia
Arrange sale items - - leave best for last. Etc.
Have plenty help for auctioneer (to deliver sold items to buyer)
Cash Bar at Auction (this is provided by Hotel)

Note - - Auctions have been held at Marine Corps League Conference for past 25 plus years. The proceeds from the auction of items donated by the Div. members is intended to off-set the Hosts Hospitality room and Convention expenses, and you should make your Detachment some money. The Ultimate goal has always been do whatever is necessary to keep the Registration fee as low as possible. Run it like a business.

Spring and Fall Conference:

Saturday Events:

Registration Desk Opens - - - 0730 – 0830

Opening Ceremonies - - - - - 0830

Joint Session of MCL & MCLA Conference

Head Table Guest seating arrangements- coordinate between Division Staff & Detachment Staff, **in advance** of opening ceremonies.

Hosting Detachment - Commandant, Sgt at Arms, & Chaplain will open meeting per the latest MCL Ritual. Note - The Hosting Detachment Chaplain will assist the Division Staff Officers for Chaplain Duties for the Remainder of the Conference. (Div. Chief of Staff & Div. Sgt@Arms)

Hosting Detachment Commandant opens the Conference - Follow ritual for meeting. Have Detachment Charter, American and League Flags, Bible, posted in the meeting room per Division Chief of Staff and Sgt@Arms guidance.

Hosting Detachment Commandant introduces himself, and the Detachment staff and guest. He then introduces the Hosting Detachment Auxiliary President. Auxiliary President introduces staff and welcomes Auxiliary guests on behalf of the Unit.

Hosting Detachment Commandant introduces the National Vice Commandant, Midwest Division and turns the meeting over to the Division. Vice Commandant.

National Vice Commandant, Midwest Division, welcomes Guests - makes introductions of all other league and aux. members at the head table, and National Officers in attendance, plus appropriate present /Past National Vice Commandants and Division Marines of the Year.

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National Vice Commandant, Midwest Division asks the Auxiliary MW Division Vice President to make like introductions and comments that she desires.

(Note - At this time , should a National MCL and / or MCLA officer be present, a brief / comment may be appropriate (this is not a time for a speech) Talk this over before-hand - remember a local community official may be waiting to bring greetings / welcome to the conference.)

National Vice Commandant, Midwest Division turns meeting back to Detachment Commandant for introductions of Mayor, or other City officials to bring Greetings to the Conference.

Detachment Commandant introduces Guest Speaker

Speaker - - - Greetings to the group

Detachment Commandant - Thanks the Speaker and the Speaker is excused *(optional)*

Detachment Commandant - Turns meeting back to National Vice Commandant conducts Business Affairs of the Joint Session - Address the Selection of future Conference location and any other joint business issues.

Note - optional - Visit with National Officers prior to meeting to determine if they wish to deliver their message at this session, at the regular business meeting, or if they have been asked to be the banquet speaker.

Chaplain - Uncover - Closes Bible

Division Sgt. at Arms - Lead in Hand Salute to Colors and Declare Meeting in Recess.

National Vice Commandant recesses the Joint Meeting and informs Division of time meetings will reconvene.

Joint Memorial Service:

(Memorial Service time slot and transportation needs to be coordinated with the National Vice Commandant and Hosting Detachment Commandant for time and meeting adjustments required for an offsite service)

The **National Vice Commandant, Midwest Division & Auxiliary MWD Vice President** is to be consulted by the Hosting Detachment for the roles and responsibilities for the Joint Memorial Ceremony. The **Division Chief of Staff** shall collect all of the names of deceased members 30 days prior to the conference date. The finalized list prior to the service will be coordinated with the Host Detachment for number of flowers required. The **Division Sgt @ Arms** will confer with the Host Detachment Commandant, Chaplain, Bugler and Firing Detail Commander as to their

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individual part of the service. The Firing Detail Commander has complete charge of color guard and Firing Detail and will give all necessary commands to that detail.

The Ceremony should be held outside, weather permitting. The site should be of adequate size to allow for the Division Formation. Prior to Ceremony, League and Aux. Members, spouses and guests will position themselves in seven individual State Units, starting with Iowa alphabetically through South Dakota. (See "Figure 1" for basic Ceremonial Formation Diagram)

National Vice Commandant, Assistant Division Commandant, Aide-de-Camp and Chief of Staff shall stand by the Division colors during the Ceremony and Detachment Chaplain facing the Division Formation. The **Division Sgt. at Arms** stands left center front of the Division Formation. Dept. Comdt. or ranking officer stands center front of their respective Departments.

National Vice Commandant commands **Division Sgt. at Arms** to call the Division Formation to attention.

Division Sgt. at Arms gives command and advises the National Vice Commandant of the Division readiness.

Division Sgt. at Arms gives Command to the Division Formation "At Ease".

National Vice Commandant asks the Detachment Chaplain to begin the ceremony. Chaplain takes position center front and performs his duties (*Prayers / Scriptures etc.*) Names of each member who has passed away are read, at which time a member of the Auxiliary will come forward and place a flower on the Memorial Cross. Chaplain ends the ceremony with Benediction.

Division Sgt. at Arms signals the Firing Detail Commander by hand salute to begin the three volleys, -returns to order, then faces the Division Formation and gives Command "Present Arms" - HAND SALUTE. Commander of Firing Detail commands the firing party, fires three volleys and then present arms. Bugler sounds taps immediately after the last volley.

Division Sgt. at Arms - at the conclusion of taps commands the Division to order arms and informs the National Vice this concludes the Memorial Service.

National Vice Commandant commands the Division Sgt. at Arms to dismiss the Division Formation.

Division Sgt. at Arms dismisses the Div. Formation. (*Optional*) prior to dismissal the Sgt. at Arms may make necessary announcements.

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Firing Detail will pick up the brass and the Detail should then quietly and ceremonially depart the area. If a Firing Detail and Bugler are not available, those in charge should improvise and conduct the Ceremony with whatever means are available with Honor and Dignity.

Memorial Service Setup

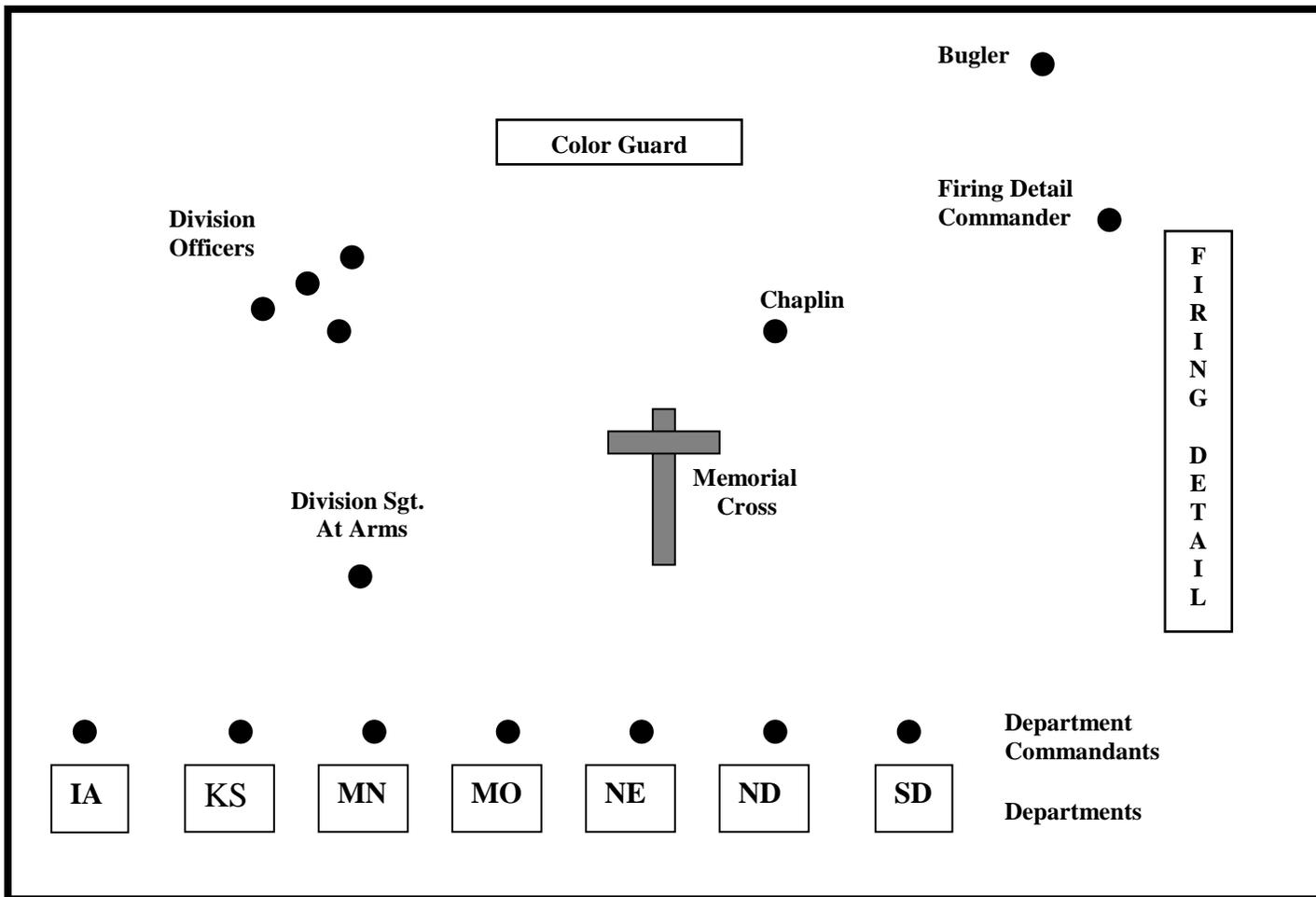


Figure 1

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MCL and MCLA members - Return to their Separate Conference Meetings

MCL conference business meeting reconvene @ the direction of the National Vice Commandant

National Vice Commandant - Calls Meeting Back in Session

Division Sgt. at Arms - Leads in Salute to Colors.

Chaplain - Reopen the Bible

Division Sgt. at Arms - Declares meeting duly reopened for conduct of official business Marine Corps League

National Vice Commandant - "Order of Business" from Ritual...

At completion of business session - recess this portion of the Conference until the Banquet.

Chaplain - All uncover - Closes Bible.

Division Sgt. at Arms - Leads Salute to Colors & declares meeting

Hospitality Room Opens After Conference Business Meetings are in Recess, and will remain open until 1700 hours (approximately one hour prior to Cocktail hour reception in conjunction with Banquet)

Special meetings at call of National Vice Commandant...

Devil Dog Growl **1400 – 1530** (Spring and Fall Conference)

Banquet

Reception - Cash Bar **1800**

Banquet **1900**

Head Table - *Guest Seating arrangements should be finalized by National Vice Commandant and Hosting Detachment Commandant well in advance of the evening. Head table with Podium or VIP Table with Podium are Options and should be coordinated with National Vice Commandant. Work these details out (number of people) with Hotel Staff that are arranging Banquet tables. **Name Place Cards** should be used.*

Note - If a Grand Entrance is used, introductions of the MCL and MCLA officers are made in an ascending order of rank and ending with the National levels. *(As a courtesy, at each level, introduce Aux. Officers first*

Note - If there are any national officers or dignitaries present but not included in the head table a reserved table should be made available. The Division Chief of Staff should coordinate with the Host Detachment of the seating for this table.

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NOTE - Discretion should be used in introducing the Guest Speaker - a military / legislator / dignitary should be either first or last in the Grand entrance.

Detachment Commandant - Welcomes guests, and announces the procedure in which the Banquet will be served. (sit-down or buffet)

Chaplain - Opens Bible - Gives Table Prayer

Banquet is Served.....

National Vice Commandant - Introductions of Head Table Guests

Note - the Division Staff and Detachment Staff will need to coordinate the events of the evening well in advance of the actual banquet hour. If the banquet speaker is a Natl. MCL or MCLA Officer, the appropriate Div. MCL or MCLA Officer will make the introductions. If the Speaker is provided by the Detachment Commandant then the Host Detachment Commandant will make the introduction.

Introduction of Speaker

After Speaker concludes remarks

National Vice Commandant - Make appropriate remarks for the Conference - Awards will be presented* - Other messages to the membership - Good of the League - upcoming dates of locations of future conferences – asks the Auxiliary MWD Vice President for her appropriate remarks.

**Note: Awards should be kept to National Awards, Division Marine of the Year. All other awards should be presented during formal meetings for recognition by League and Auxiliary.*

Closing Ceremony

Hosting Detachment - Commandant - Follow ritual to close Conference

Hosting Detachment - Sgt. at Arms - Follow ritual

Hosting Detachment - Chaplain - Follow ritual

For raffle drawings - other fund raising events & etc. (This should be kept at a minimum or post winners.

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Hospitality Room Re-Opens after Banquet

Sunday - - - - **Continental Breakfast in Hospitality Room or Hotel provided** (Optional by Host Detachment)

Say Good-byes and Thank You ---- Hope to see you at the next Conference - - - - -

Approved by National Vice Commandant, Midwest Division on 29 February 2012

// Signature on File //

Wendell W. Webb
National Vice Commandant
Midwest Division
Marine Corps League