

# ***Department of Michigan***

## ***VFW Auxiliary***

*National Theme: Hands that Serve, Hearts that Care*

*Department Theme: Be the Anchor for Our Veterans, Hold Them Steady and Safe*

### **MEMORANDUM**

DATE: September 2022

TO: Department Council of Administration and Department Chairmen

FROM: President Diana Ward

SUBJECT: Fall Conference Lodging & Dress Code

I have authorized the following:

**5 nights (only if needed)**

District 14 & 15 President

**3 nights**

All Council of Administration Members and the following chairmen:

Credentials Chairman and Co-Chairman

Events Chairman and Co-Chairman

First-Aid

All Program Chairman

**2 nights**

Audit Chairman, Budget Chairman, Pin Chairman and Protocol Chairman

**Dress code for the weekend is as follows:**

Thursday: Your choice

Friday: Diana's shirt and black slacks. For those who do not have Diana shirt, business casual or something related to your chairmanship.

Saturday: Council of Administration Meeting Business Casual

If you have any questions on any of the above, please call the Department President or the Department Office.