



# DEPARTMENT OF FLORIDA

## Marine Corps League



01Aug22

To: Members and Marine Corps League Axillary, Department of Florida  
From: Commandant

Subj: FALL CONFERENCE LETTER OF INSTRUCTION (LOI)

Ref: (a) DoF Conference and Convention SOP

Encl: (1) Menu (To be Issued)

(2) Conference Book

(3) Marine Corps League, Dept of FL Registration

(4) Marine Corps League Auxiliary, Dept of FL Registration

(5) Conference Schedule

(6) Professional Development Registration

(7) Hotel Information

1. GENERAL: In accordance with the reference, The Florida Pack, Department of Florida, Marine Corps League was selected by membership vote and express their honor and privilege to host the 2022 Fall Conference.

2. DATE: 20-23 October 2022

3. LOCATION: Holiday Inn Resort Orlando/Lake Buena Vista, 13351 State Road 535, Orlando FL 32812

4. ROOMS.

a. Cost: \$99.00 plus tax (\$111.38) per night. Rate is good for three days prior to the event and three days after the event.

b. Breakfast: A \$10 voucher for an Applebee's (attached to the hotel) hot breakfast will be provided, to each person in the room for each night of their stay. The hotel will provide a FREE continental breakfast on Friday and Saturday morning.

c. Reservations:

1.) Call 886-808-8833

2) GROUP CODE: CLF. On line reservations can be made using:

[https://www.holidayinnresorts.com/redirect?path=asearch&brandCode=RS&localeCode=en&regionCode=1&hotelCode=DISBV&checkInDate=17&checkInMonthYear=092022&checkOutDate=25&checkOutMonthYear=092022&rateCode=6CBARC&\\_PMID=99801505&GPC=CLF&cn=no&viewfullsite=true](https://www.holidayinnresorts.com/redirect?path=asearch&brandCode=RS&localeCode=en&regionCode=1&hotelCode=DISBV&checkInDate=17&checkInMonthYear=092022&checkOutDate=25&checkOutMonthYear=092022&rateCode=6CBARC&_PMID=99801505&GPC=CLF&cn=no&viewfullsite=true)

3.) Credit Card: A major credit card will secure your room without charge until time of check-in. When registering on line the \$24.95 will be charged on your reservation, the hotel will remove it at check-in.

4), Cancellations: Honored up to 72 hours prior to the start of your reservation.

5). Reservations MUST be made prior to October 1, 2022.

6). Overflow: Reservations made after October 1, 2022 may result in a stay at an overflow off- site hotel.

5. BANQUET.

a. Cost is \$50.00 non-refundable after October 1, 2022.

b. Menu: There are three choices as follows. Enclosure (1) gives details.

1). Beef

2). Chicken

3). Fish

6. CONFERENCE BOOK: Deadline for ad request is October 1, 2022. See Enclosure (2) for details.

7. POINT OF CONTACT: PDD Tom Newton, Worthy Pack Leader, Florida Pack, phone (352) 751-4388, email [newt1644@live.com](mailto:newt1644@live.com)

8. ACTION: Adjutant: Provide copies as indicated below for widest dissemination of this order.

*SCOTT WESTERVELT*

Copy to:

Adjutant, Dept of FL

DVCs, Dept of FL

BOT and Appointed Staff, Dept of FL



**This Banquet will be setup for a Marine Corps Dining-In Function (like a Mess Night but with Guests). Contact PDD Lori Dashiell or PDD Steve Mercier for full details**

## **Banquet Menu**

**Beef** - 6 oz. Filet served with mashed potatoes and seasonal vegetables

**Chicken** - Cedar Grilled Lemon Chicken served with mashed potatoes and seasonal vegetables

**Fish** - Grilled Salmon served with mashed potatoes and seasonal vegetables

**Vegetarian** – upon request

**Dessert** - Slice of Apple Pie or Cheesecake

Water and Iced Tea will be provided

*Department of Florida Marine Corps League  
Fall Conference 2022*

CONFERENCE ADS FOR THE FALL CONFERENCE  
Standard 8 1/2 X 11 Program Book 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

*All ads are in black and white. (Color copy is available for an additional \$25 per ad.) Make check/money orders payable to MODD Florida Pack E-mail program ad, in digital format (PDF or JPEG) as you would like the ad to appear in Ad Book. **All ads MUST be received by October 1, 2022***

*Detachment/Unit*

Name \_\_\_\_\_

Check amount \$ \_\_\_\_\_ Check# \_\_\_\_\_

*Mail Form and check to:*

*PDD's Kathy Sheppard  
9741 SW 63<sup>rd</sup> Loop  
Ocala, FL3448*

*email ad to [krs4golf@gmail.com](mailto:krs4golf@gmail.com) by 1 October 2022*

*Questions call Kathy at 813-318-2305*



DEPARTMENT OF FLORIDA FALL CONFERENCE October 20-23, 2022

REGISTRATION

*use additional form if more space is needed*

NAME *PLEASE PRINT*

- |          |          |
|----------|----------|
| 1. _____ | 2. _____ |
| 3. _____ | 4. _____ |
| 5. _____ | 6. _____ |

Detachment & Number \_\_\_\_\_

Advance Registration: \$5.00 / Registration at Conference \$6.00 / Checks payable  
to **MODD Florida Pack** / Mail with this form before **October 1, 2022**

**To: PDD Mike Stewart  
5400 Water Lilly Court,  
Leesburg, FL 34748-2137**

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BANQUET ORDER \$50.00 Per Person  
*use additional form if more space is needed*

NAME *PLEASE PRINT*

- |          |               |            |            |
|----------|---------------|------------|------------|
| 1. _____ | Chicken _____ | Beef _____ | Fish _____ |
| 2. _____ | Chicken _____ | Beef _____ | Fish _____ |
| 3. _____ | Chicken _____ | Beef _____ | Fish _____ |
| 4. _____ | Chicken _____ | Beef _____ | Fish _____ |
| 5. _____ | Chicken _____ | Beef _____ | Fish _____ |

Checks payable to **MODD Florida Pack**  
Mail form not later than **October 1, 2022**

**To: Attn: PDD Lori Dashiell  
5400 Water Lilly Court,  
Leesburg, FL 34748-2137**



Department of Florida Marine Corps League  
Auxiliary Fall Conference-

**REGISTRATION -ATTENDANCE FORM**

NAME *(please print & use additional form if needed)*

1. \_\_\_\_\_ (TITLE) \_\_\_\_\_
2. \_\_\_\_\_ (TITLE) \_\_\_\_\_
3. \_\_\_\_\_ (TITLE) \_\_\_\_\_
4. \_\_\_\_\_ (TITLE) \_\_\_\_\_
5. \_\_\_\_\_ (TITLE) \_\_\_\_\_

UNIT NAME \_\_\_\_\_

The registration fee is \$5.00 per person. Checks must be received before **1 October 2022**

Please make checks payable to **Dept. of FL MCLA** and mail with form to:

**Marjorie Ellison**

**14307 Edge Knoll, Brookville, FL 34614**

**BANQUET ORDER \$50.00 PER PERSON**

NAME

PLEASE PRINT

1. \_\_\_\_\_ Chicken \_\_\_\_ Beef \_\_\_\_ Fish \_\_\_\_
2. \_\_\_\_\_ Chicken \_\_\_\_ Beef \_\_\_\_ Fish \_\_\_\_
3. \_\_\_\_\_ Chicken \_\_\_\_ Beef \_\_\_\_ Fish \_\_\_\_
4. \_\_\_\_\_ Chicken \_\_\_\_ Beef \_\_\_\_ Fish \_\_\_\_
5. \_\_\_\_\_ Chicken \_\_\_\_ Beef \_\_\_\_ Fish \_\_\_\_

Make checks payable to **Dept. of FL MCLA** and mail with form to:

**Marjorie Ellison, 14307 Edge Knoll, Brookville, FL 34614**



# DEPARTMENT OF FLORIDA MARINE CORPS LEAGUE 2022 FALL CONFERENCE



MCL/MODD			MCL AUXILIARY		
Thursday	20 October	2022	Thursday	20 October	2022
1400-1700	MCL/MODD Registration	Pre-Event Area	1400-1700	MCLA Registration	Pre-Event Area
1400-1700	SHIP STORES MCL/MODD	Creativity Room	1400-1700	SHIP STORES MCLA	Pre-Event Area
1400-1630	MCL BOT/Scholarship/IWWF meetings	Vista Room	TBD	MCLA BOT meeting	Wonder Room
1500-2300	Hospitality Room	Magic Room	1500-2300	Hospitality Room	Magic Room
1600-1700	PDP Instructors Meeting	Discovery Room			
Friday	21 October	2022	Friday	21 October	2022
0700	Breakfast – ON YOUR OWN		0700	Breakfast – ON YOUR OWN	
0900-1130	MCL/MODD Registration	Pre-Event Area	0900-1130	MCLA/Flea Registration	Pre-Event Area
0830-1130	Professional Development Program	Vista Room			
0900- 1700	SHIP STORES MCL/MODD	Creativity Room	0800- 1600	SHIP STORES MCLA	Pre-Event Area
1000-1100	District Vice Commandants Meeting		0900- 1130	MCLA Meeting	Wonder Room
1130-1300	<b>LUNCH ON YOUR OWN</b>		1130-1300	<b>LUNCH ON YOUR OWN</b>	
1300-1700	MCL/MODD Registration	Pre-Event Area	1300-1600	MCLA/Flea Registration	Pre-Event Area
1400-2300	Hospitality Room	Magic Room	1330-1600	MCLA Workshop	Wonder Room
1330-1530	Professional Development Program	Discovery Room	1400-2300	Hospitality Room	Magic Room
1430-1530	MODD Class - How to Charter a Pound	Adventure Room			
1530-1630	Detachment Commandants meeting	Vista Room			
1630-1700	MODD Pack Staff Growl	Adventure Room			
1700-1830	<b>Dinner-ON YOUR OWN</b>		1700-1830	<b>Dinner-ON YOUR OWN</b>	
1830-1900	MODD Flea Scratch	Wonder Room	1830-1900	MODD Flea Scratch	Wonder Room
1900- 2200	MODD Grand Growl	Discovery/Adventure			
Saturday	22 October	2022	Saturday	22 October	2022
0700	Breakfast – ON YOUR OWN		0700	Breakfast – ON YOUR OWN	
0800	MORNING COLORS	FRONT of Hotel	0800	MORNING COLORS	FRONT of Hotel
0815-0850	Chapel of Four Chaplains	Discovery/Adventure	0815-0850	Chapel of Four Chaplains	Discovery/Adventure
0800-1130	MCL/MODD Registration	Pre-Event Area	0800-1130	MCLA Registration	Pre-Event Area
0900-0950	Joint Meeting & Memorial Service	Discovery/Adventure	0900-0950	Joint Meeting & Memorial Service	Discovery/Adventure
1000-1200	MCL Business Meeting	Discovery/Adventure	1000-1200	MCLA Business Meeting	Wonder Room
1200-1300	<b>LUNCH ON YOUR OWN</b>		1200-1300	<b>LUNCH ON YOUR OWN</b>	
1300-1500	SHIP STORES MCL/MODD	Creativity Room	0800-1130	SHIP STORES MCLA	Pre-Event Area
1300-1400	MCL Business Meeting if needed	Discovery/Adventure	1300-1400	MCLA Business Meeting	Wonder Room
1400-1600	Hospitality Room	Magic Room	1400-1600	Hospitality Room	Magic Room
1700-1800	Cocktail Hour	Pre-Event Area	1700-1800	Cocktail Hour	Pre-Event Area
1800-2200	Banquet	Discovery/Adv/Wonder	1800-2200	Banquet	Discovery/Adv/Wonder
2100-2300	Hospitality Room	Magic Room	2100-2300	Hospitality Room	Magic Room
Sunday	23 October	2022	Sunday	23 October	2022
0700	Breakfast – ON YOUR OWN		0700	Breakfast – ON YOUR OWN	
0800	Teardown and load up		0800	Teardown and load up	

Subject To Change

Encl (5)



**DEPARTMENT OF FLORIDA MARINE CORPS LEAGUE**  
**PROFESSIONAL DEVELOPMENT PROGRAM**  
**2022 FALL SESSION REGISTRATION FORM**



**NOTE:** This registration form is for the 2022 Fall Session of the Professional Development Program ONLY. A separate registration form is required to register for the 2023 Spring Conference; you must be registered for the Conference to attend the PDP Session. Both forms are included in the Fall Conference packets mailed to Detachments and available for download via the Department's website at: [www.mcl dof.org](http://www.mcl dof.org)

FALL SESSION DATE: Friday, October 21, 2022  
REGISTRATION DEADLINE: Monday, October 14, 2022  
REGISTRATION FEE: \$15.00 per Member

1. Make check payable to: **Department of Florida Marine Corps League**
2. Amount Enclosed: \$\_\_\_\_\_ Check#
3. Mail this completed registration form and check BEFORE DEADLINE to:  
Kathleen Potthoff, ATTN: 2021FALL PDP, 9741SW 63<sup>rd</sup> Loop, Ocala, FL 34481-2645

**PLEASE PRINT LEGIBLY**

Detachment NAME	Detachment #

Name	
E-mail and Phone	
Circle Det. officer position and indicate attending for first time, etc. as applicable	Commandant SVC JVC JA Jr Past Cmdt Adjutant Paymaster Chaplain Sgt-at-Arms WebSgt First time attendee It's been a while Never
Name	
E-mail and Phone	
Circle Det. officer position and indicate attending for first time, etc. as applicable	Commandant SVC JVC JA Jr Past Cmdt Adjutant Paymaster Chaplain Sgt-at-Arms WebSgt First time attendee It's been a while Never
Name	
E-mail and Phone	
Circle Det. officer position and indicate attending for first time, etc. as applicable	Commandant SVC JVC JA Jr Past Cmdt Adjutant Paymaster Chaplain Sgt-at-Arms WebSgt First time attendee It's been a while Never





Lake Buena Vista  
13351 State Road 535  
Orlando, FL 32821  
P-407.387.7729 F-407.387.7708





## ROOM INFORMATION

Date	Rate	10/20/22	10/21/22	10/22/22	10/23/22				
Day		Thu	Fri	Sat	Sun				
Double	\$99.00	40	65	65	C/O				
Rooms		40	65	65					

OPEN BLOCK

Handicap accessible rooms: 28 ADA 23 kings 5 double queens

Breakfast on your own Thursday and Sunday. Free continental breakfast on Friday and Saturday.  
\$10 voucher for Applebee's hot breakfast for each person in the room each day of their stay.



Ballroom Pre-Function area Registration/displays  
 Discovery Room - MCL meeting, 150 Theater style  
 Adventure Room – Florida Pack, 100 Theater style  
 Wonder Room – MCLA meetings, 80 theater style  
 Vista Room – Meetings, 36 classroom style  
 Magic Room – Hospitality room  
 Creativity room – Ship Store