



VFW AUXILIARY NATIONAL PRESIDENT CARLA MARTINEZ



WILL BE VISITING YOU IN 2023-2024

How exciting — what to prepare for that special time is right around the corner!

At the Top of the List, as you and/or your visit chairman make your plans on menus at Post Homes or Restaurants, you need to know National President Carla has no dietary restrictions. But she dislikes mushrooms and seafood. She would be ever so grateful that this was made known as you plan meals for her visit. Keep in mind that the meals **do not contain SEAFOOD or MUSHROOMS!** Carla appreciates so much that all precautions are to honor this request.

Remember, Carla, is just as excited to be meeting you, her President, and the members of your Department as you are to meet her. She is looking forward to the schedule of events you worked on many months ago! She wants to see and do what you want to do when she comes to your state. However, she wants all members invited to include VFW and Auxiliary, not just those you want to invite. Carla loves visiting with Veterans and going to Memorials. She appreciates things for a minimal cost or are free. Memories are made for her, you, and your members that will leave lasting impressions and stories to retell for years. Enjoy every bit of this precious time, making the moments count.

Some housekeeping tips to keep in mind when making your plans for arrival and visit:

- ❖ *The Visit Schedule sent to National Headquarters needs to include the mode of dress for the various activities you have planned – such as:*
 - *Walking shoes or boots*
 - *Warm jacket or light sweater*
 - *After five, attire or formal or uniform look or business/business casual, or casual*

Be sure it is emailed to National early so when Carla is sent the attire and schedule, and it is received early enough for her to pack. Remember, she may be out for two to three weeks, so think and plan ahead.

- ❖ When reviewing your plans to host our National President, we ask that you consider her arrival by air transportation to be at a major airport, if possible. Keep in mind that the less time spent in a car means more time for Carla to visit with members and Comrades.

Hotel Reservations

- Please reserve a non-smoking room with a King, Queen or 2 double beds.
- Please book the hotel room in her name. The National President will present her assigned credit card for the purpose of payment, and your card on file should not be charged. Your Department is not responsible for paying for lodging during this visit.
- Try to get her room near an elevator and an ice machine, if possible. Be sure her room is not near a hospitality room or the swimming pool area. (Less noise makes for a more peaceful night's rest.)

- ❖ Here are some hints:
 - Present Carla with a copy of the schedule of events just in case there were changes made since your itinerary was sent to National Headquarters.
 - Before leaving Carla at her room, do present Carla with room numbers and cell phone numbers of Department President, her designated aide and one other person in the traveling party, just in case she is unable to contact the first two on her list.
 - Not a must, just a nice touch to have you the Department President or Carla's aide booked in a room nearby. Please keep the room number of our National President private.
- ❖ Hopefully, Carla will not be spending lots of time in her room. However, while she may take time to take care of business or meet with members, munchies would be a nice touch. Please do not get extravagant. Place a few of her favorite items in a gift bag. (She may not have room for a basket in her luggage, however, if she is presented with one, Carla will have a wonderful solution)
 - Favorite Drinks - chocolate milk, sweet tea, and water (no more than two)
 - Favorite Snacks - M&M's Candy, BBQ potato chips, and peanuts
 - Favorite foods are spaghetti, pizza, and ice cream.
 - Flowers can be very expensive, but an artificial corsage would be cool to put in her scrap book
 - **Another reminder, Carla does not eat seafood or mushrooms of any kind. (Worth repeating)**
 - No food should be shipped to her home please.

Our National President prefers cost be at a minimum. **She would rather see Auxiliaries spend their money on programs or her special project.**

AT THE AIRPORT

- **ARRIVAL:** Designate someone that will be able to secure her luggage from luggage belt at arrivals and into the vehicle. Be sure that the person meeting Carla, if other than you, will identify themselves to Carla. It is important all drivers be knowledgeable in the routes to take regarding all points of events on the schedule and that they are aware of time constraints so that our National President will arrive in a timely manner. Safety at all costs \$\$\$\$\$\$ - all are precious cargo in the vehicles. While waiting for the luggage, mention to National President the appointed time the next meal is offered on the schedule. Then ask her if she wants to have a bite to eat before that time. (Hours may have passed since she had something to eat and could use a meal to tide her over before the appointed time of the meal scheduled after her arrival.)
- Should there be a delegation meeting her at the airport or if there is a planned Aisle of Flags, do designate an aid to be ready upon her arrival to offer to take her personal items from her so that she will be able to greet the delegation and/or proceed through the Aisle of Flags, hands free to render a heart salute. Return her personal items to her and retrieve her luggage.

DEPARTURE:

- It is important to confirm Carla's departure date, day, and time (in case of flight changes).
- Confirm with Carla the driving time to the airport. Considering the time needed to have her check out at the desk, allow a comfortable departure time from the hotel to meet her planned departure flight time. (Some prefer to arrive 2 hours prior to departure to get through the lines.)
- Be sure to have the designated person be ready to load the luggage and get Carla to the airport.

ENTERTAINING OUR NATIONAL PRESIDENT

- ❖ Carla is hoping her Department Presidents will not be extravagant in keeping her entertained. She will be most impressed with time spent visiting Auxiliary and VFW members, joining in planned activities such as being out there recruiting, passing out Buddy Poppies; riding in a parade, laying wreaths, collecting membership dues, visiting a VA hospital, stopping to welcome home Veterans and thanking all Veterans and their families.

- ❖ Nothing would please Carla more than to look out and see a great attendance of Auxiliary and VFW members. She is in your Department to meet as many of members as possible. Use the “Post Hopping” time to allow Carla to meet and greet members both Auxiliary and the Post. Allow her a brief time to bring her message and give thanks to everyone. This can only happen with good planning, advance notice to all members in all surrounding areas and not demanding that it be such a formal affair. Invite the outside in as well. Invite your City/State dignitaries and the public to join in the event. This allows them to see and hear firsthand the message of our National President and the Organization she represents. PUBLICIZE – PUBLICIZE – PUBLICIZE! Doing so will add to the success of a great visit.
- ❖ Carla is thankful knowing that her Presidents are keeping themselves in the loop of what is happening in VA Centers and Veterans Homes. While it is not necessary or a must on Carla’s agenda to visit a VA facility, she is secured knowing this knowledge and information is shared down through the grass root members. If it is your wish to have a site on your schedule – Carla will graciously accept a brief visit to perhaps stop and thank our Veterans, hand out items your Department has put together, etc.

This is your Home – Carla is your guest. What excites you, will excite her. However, **no snakes, spiders, or reptiles, etc.** Share and show her what you love about your Department! Her visit will be a memory-making moment for everyone that meets our National President.

GIFTS

Carla is appreciative of all gifts. She prefers if you are going to do a gift from your state, get together as a group and donate to a VFW Auxiliary program or a favorite charity in your state, in Carla’s name.

PLEASE KEEP IN MIND:

- ❖ Do NOT make unnecessary visits to her room or give her room number out to anyone. (Her aide is an exception, and they too shall not share the room number.)
- ❖ If a quiet private talk is needed, it is up to you as the Department President to arrange it with the National President. *Should you have an issue or concern that you wish to discuss, let it be known to Carla so she will make the time to hear you. Should there be “things” going on in more than one District or Auxiliary, (bullying, negativity, etc.) address this with Carla so she may find a way to interject this in her address to the membership as she travels about to your Department events.*
- ❖ Keep in mind the hour. Always have a copy of the schedule that matches Carla’s schedule with you, so you (or her aide or your visit chairman) will be able to see what her activities are the following day and make the recommendations to Carla as to what time she might wish to retire to her room. She may need to contact National and/or be in touch with her family.
- ❖ You, as President, or Carla’s Aide for her visit, should be picking Carla up from her room before departures. Let her know the time that the time you will be coming to get her at her room, and what time transportation is leaving from the hotel. Once the outing is completed for the day, you as President, or Carla’s Aide, should see her back to her room.
- ❖ Carla is EXCITED to be coming, and she wants everyone to remember we are a family. Our motto of being humble and kind is always at the forefront because we are a team, and she LOVES each of you.

– Wishing you a great visit with Carla!!

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