



**NO ONE DOES MORE FOR VETERANS.**

**121<sup>ST</sup> VFW NATIONAL CONVENTION**

**RENO, NV JULY 18 – 23, 2020**

**TRANSPORTATION CHAIRMAN**

**REQUEST FOR DRIVERS**

I am sending out this request because I will need a **minimum of SIXTEEN (16) general drivers, and SIX (6) dedicated drivers for National Officers (to include: CIC, SVC, JVC, IJVC and AG, & QMG )**. I would like to have a at least 20 or more general drivers to insure availability. There are certain requirements for stepping up to do these duties, but I will tell you the rewards are great, just in the area of meeting the people you are driving!! I was a general driver in 2006 and drove for CIC Bill Thien in 2012!!

1. The seven (7) National Officer drivers are on call 24 hours per day on the dates to be determined prior to the National Convention! **They must** be very familiar with the Reno area (streets, locations, etc.) and therefore it is recommended they be from the local area! They **must own and have a cell phone and Bluetooth!!** They will be provided accommodations (**mandatory**) at the VFW headquarters hotel for the duration of the stay of the National officer they are assigned to. Reservations will be made at the headquarters hotel. These six drivers will check into the hotel on Wednesday and pickup their cars that afternoon after the drivers meeting, which is tentatively scheduled for 2:00 PM. Specific schedules for each of these drivers will be provided by **June 15, 2020** once the officer's schedule has been confirmed. **It is suggested that these drivers block their calendars for the period of July 14 – 26** to ensure availability.
  - a. **NOTE: There may be a need for a dedicated driver for week for the Taiwanese Minister!! The driver for the Taiwanese Minister will be required, if the Minister attends!! This driver will need to be well knowledgeable of the local area and own and have a cell phone with Bluetooth!! This will be known closer to the Convention!!**

2. **\*\*NOTE:** National must receive the paperwork (**motor vehicle form**) for all drivers by **JUNE 1, 2020**.

**NOTE:** Two general drivers **may** be designated as “**over-night**” drivers who will have accommodations (1 double/double room) provided in the VFW headquarters hotel and will assist any distinguished guests’ late arrivals/departures. Over-night drivers begin their shift typically at the conclusion of the daytime drivers shift however, may be utilized at other times and for other purposes based on the needs of the Convention. Room, tax and parking will be provided by the VFW for this double/double room.

3. The Transportation Office will be located close to the Distinguished Guests Headquarters at the Convention Center and **must be staffed at all times!!**
4. We will brief you on suggested routes to/from the airport and/or Convention Center, including entry and exit of the airport. It is also recommended that drivers do practice runs to familiarize themselves with the route to/from the airport, Convention Center, and hotels. Due to possible activity in or around the Convention Center it may become necessary to change/alter the routes and the drivers will be contacted by cell phone and/or briefed if this condition arises.
5. It is recommended that ALL drivers have cellphones and Bluetooth as we will use these to pass changes along or to communicate between the drivers and Chairman or National representative!!
6. Each volunteer driver will be asked to fill out a sign-in sheet to record the hours worked. Volunteers will receive twenty dollars (\$20.00) for a full day’s work, ten dollars (\$10.00) for a half-day’s work, and five dollars (\$5.00) for a quarter days’ work. Please do not release information to anyone regarding these payments.
7. Transportation vehicles will be **used for official business only!!** Requests for transportation are authorized by:
  - a. Distinguished Guests Headquarters representative Michael Figlioli.
  - b. Adjutant General, Assistant Adjutant General, Commander-in-Chief or his representative.
  - c. Manager of Meetings & Events

Most of the requests will come from the Washington Office and from the National Office and will go through the Transportation Chairman who will task the driver. When picking up VIP’s at the airport a member of the VFW National staff will accompany the driver to the airport!!

NOTE: All airport pickups will require one volunteer driver, and one VFW Staff member who will meet the party at the airline baggage area with name sign and assist with baggage pick up, and then proceed to the vehicle with the party. The driver will remain with the vehicle. If airport security requests you vacate the area then the driver will call the Staff member and tell them and move to the cell phone lot and wait to be notified to come in for pickup.

If you have questions, please contact me by email or cell phone or at the address below!!

A handwritten signature in cursive script that reads "Robert J. Garlow".

Robert J. "Bob" Garlow

Transportation Chairman, 121<sup>st</sup> VFW National Convention Committee

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