

POLICIES & PROCEDURES



MANUAL



2023 Edition

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2023 POLICY & PROCEDURE MANUAL

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1st. Edition

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Please see 36 U.S.C. Section 21704: The Corporation (The American Legion) may provide guidance and leadership to organizations (departments) and local chapters (posts) ... but may not control or otherwise influence the specific activities and conduct of such organizations (departments) and local chapters (posts).

Taken from the [2022 Officer's Guide](#) **and** [Manual of Ceremonies](#)

FORWARD

The Policy & Procedure Manual will help all the members of our American Legion Family better understand how we operate and how they can help us succeed. The manual is a written guide for all Post 66 American Legion Family members to follow to ensure that appropriate policies and procedures are being followed. It also serves as a training document for those taking on new responsibilities.

POLICIES

Our policies represent the principles, rules, and definitions that guide our Post 66 operations and business decisions. Prime examples of our policies are found in the Post 66 by-laws.

PROCEDURES

Procedures define the steps we have agreed upon as to “How” we do something. When well defined in writing and vetted by the Post 66 Executive Committee, our procedures will improve consistency, continuity, and adherence to best practices.

It is through the “How” of our procedures that we find the planning and organization necessary for success. Procedures often were we answer the basic planning questions of who, what, when, where, why, how and estimated costs are answered

Our policies and procedures are updated as needed. The manual is reviewed annually to ensure all our policies and procedures are up to date.

POLICIES

The prime examples of our post policies are found in the Post 66 by-laws. Additional policies are found elsewhere in this document.

- [2022 Post 66 Bylaws](#) (12-2022)
- Response to requests for posting links on our website: *"Thank you for your e-mail. We do not post information from unsolicited or unknown sources on our web site."*
- No publication of youth contact information

DEPARTMENT OF CALIFORNIA

The Department of California provides guidance on some very important policies in these documents.

- [Administrative Hearing Manual](#)
- [Code of Professional Conduct](#)
- [Youth Protection Guidelines PDF](#)

POLICIES: YOUTH PROTECTION POLICY

Department of California: [Youth Protection Guidelines PDF](#)

- Youth Protection Policy. The American Legion Department of California does not tolerate abuse in any form, whether physical, emotional, sexual, verbal, or economic exploitation.
- Electronic Media: • As part of The American Legion youth programs emphasize youth safety, all electronic communications between minor youth and staff members, or other adults who have regular contact with a minor child, must be professional and communicate information about program activities. This policy applies to all staff and other adults who have regular contact with minor youth.
- American Legion national youth program electronic communication policy: • Content of any electronic communication should be readily available to share with the minor youth's family or American Legion national youth program representatives upon request. Any request under the electronic communication policy must include copies of any email, electronic text, social media post, or similar communication and be sent to the minor youth's parent/legal guardian or American Legion representative. • Social Media. Staff members, or other adults who have regular contact with minor youth, are not permitted to maintain social media connections with minor youth. Staff members, or other adults who have regular contact with minor youth, are not allowed to accept any new personal requests on social media platforms from minors. Existing social media connections with youth who are minors shall be discontinued. The American Legion will monitor its organizational social media pages and remove any posts that violate policies and practices for appropriate behavior. A parent/legal guardian of a minor youth will be informed of any inappropriate posts. • Email. Minor youth and staff members, and other adults who have regular contact with minors, may use email to communicate. All email content between staff members or other adults who have regular contact with children and minor youth must be professional and share information about program events. Emails must come from an account that The American Legion Department of California youth programs can monitor. American Legion youth program personnel and a parent/legal guardian must be copied when communicating with a minor youth through email. • Texting. All text messages between staff members or other adults who have regular contact with minors and minor youth must be professional and communicate information about the youth program. Text messages cannot be sent to one (1) individual minor youth; a text message must go to the entire group or have additional staff members included. • Request to Discontinue All Electronic Communications. The parent/legal guardian of a minor youth may request in writing that their child not be contacted through any form of electronic communication by The American Legion Department of California • Electronic communications must only be sent between the hours of 8:00 a.m. and 8:00 p.m.

LEADERS & JOB DESCRIPTIONS

Our leaders serve our hopes for success. When we elect our leaders, we do so in the hope they can make the right decisions that bring us closer to our ideals of success; service to our veterans, their families, and the SLO community. When we elect our leaders in Post 66, we bestow upon them the authority to make the decisions they feel will help us succeed. Once we bestow the authority to lead upon our leaders, we are morally obligated to follow their lead.

In our pages devoted leaders, we will list what the leader's responsibilities are and how we expect them to serve.

LOOK FOR THE BEST LEADERS

What should we look for in the Legionnaires we elect to lead our posts? The most obvious is a desire to serve. Legionnaires who really want to serve as leaders, usually make better leaders than those who do not.

Here are some thoughts on the kind of things we should all look for, in Legionnaires we select as leaders:

- A willingness to learn more about our history and programs.
- The time and energy needed to succeed.
- The ability to develop a clear vision for post success.
- Effective computer skills, which are increasingly becoming important.
- Ability to get the job done and keep the Legion Family together.

The Legionnaires we elect to lead our posts are important. Seek out and elect the best Legionnaires available to lead, then work hard to support them, as we work hard to serve all our veterans.

WHO CAN SERVE AS AN OFFICER IN POST 66?

“Every member of this Post in good standing shall be eligible to hold office in this Post unless otherwise provided for herein.”

ARTICLE V – OFFICERS –Section 2

d). Any other officer other than the Commander and Vice-Commanders may hold two or more of the above offices.

LEADERS & JOB DESCRIPTIONS

What information do we want included on each of our Post 66 leaders?

Who? Who currently has the job & Contact information?

Elected or Appointed?

What? What do we expect the leader to do? Their job!

How? How do we expect the leader to cultivate other leaders?

POST COMMANDER (ELECTED)

"FIRST AMONG EQUALS"

"First Among Equals" is a good way to look at the relationship of the post commander to other members of our American Legion Family. As an elected leader, the commander ensures our post's success and keeps our American Legion Family together in the process.

Our post commander is the president of the Post 66 Board of Directors and is the presiding officer at all post meetings. The post commander is also the voice of the post, within the post and at all meetings beyond the post.

Upon their election we bestow upon our post commanders the authority to make the decisions they feel will help us succeed. Once we bestow the authority to lead upon our leaders, we are morally obligated to follow their lead. Post commanders work with and through other leaders of our Legion Family to ensure our post's success, as they cultivate and guide members for future leadership roles.

SOURCES OF HELP

Our Post Commanders depend on the support of all post officers, our committees, past post commanders, and they can tap into the resources of all our American Legion Family. Valuable assistance can also come, when necessary, from district leaders, department leaders, and National Headquarters staff.

RESOURCES

- [National Publications](#)
 - [2022 Officer's Guide](#)
 - [District Commander's Guide](#)
 - [Positions and Programs](#)

BY-LAWS, SECTION 1. DUTIES OF THE COMMANDER.

It shall be the duty of the Post Commander to preside at all meetings of the Post, and to have general supervision over the business affairs of the Post, and such office shall be Chief Executive Officer of the Post. They shall perform such other duties as directed by the Post.

FIRST VICE-COMMANDER (ELECTED)

First Vice Commander: The American Legion Post Officer's Guide states this about the first vice commander, "In the majority of posts, a first and second vice commander are elected, with membership the primary concern of the first vice commander."

In too many posts, the first vice commander serves as a membership committee of one. A post, even a small post, should have a Membership Committee to help with recruitment, headquarters post transfers, renewals, retention and with ensuring the post routinely has personal (by phone or in person) contact, with every member of the post. A Membership Committee of two (or more), is far more effective than the committee of one.

SOURCES OF HELP

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RESOURCES

- [National Publications](#)
 - [2022 Officer's Guide](#)
 - [District Commander's Guide](#)
 - [Positions and Programs](#)

BY-LAWS, SECTION 2. DUTIES OF THE FIRST VICE-COMMANDER.

The First Vice-Commander shall assume and discharge the duties of the office of Commander in the absence of, disability of, or when called upon by the Post Commander, and shall perform such other duties as directed by the Post.

SECOND VICE-COMMANDER (ELECTED)

The Second Vice Commander is the designated liaison to other veteran organizations, coordinates new member initiations and shall be in charge of Post morale to include entertainment and special programs, and other duties as directed by the Post.

Many posts ask their second vice commander to follow the guidance given in the Post Officer's Guide, "The second vice commander is responsible for building an "I like my post because ..." atmosphere in which Legionnaires have fun while doing the work of the Legion."

SOURCES OF HELP

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RESOURCES

- [National Publications](#)
 - [2022 Officer's Guide](#)
 - [District Commander's Guide](#)
 - [Positions and Programs](#)

BY-LAWS, SECTION 2. DUTIES OF THE SECOND VICE-COMMANDER.

Section 3. Duties of the Second Vice-Commander. The Second Vice-Commander shall assume and discharge the duties of the office of First Vice-Commander in the absence of, disability of, or when called upon by the Post Commander, and shall perform such other duties as directed by the Post.

ADJUTANT (ELECTED)

A topic Ramona Hedges will help further develop.

Whether the post adjutant is seen as the ‘first sergeant’ or our continuity officer, the adjutant is a critical leader in the long term success of our post.

The Post Adjutant:

- Keeps official records of post business,
- Provides agendas for and minutes of meetings,
- Keep accurate and up to date membership records,
- Handles all post correspondence, and
- Submits reports to the Department of California & The American Legion

Mandatory Post Report Forms

- [Post Data Report](#), Due April 15 ([pdf](#))
- [Consolidated Post Report \(CPR\)](#), Due June 1
- [Certification of Post Delegates](#), Due June 1 ([pdf](#))
- [Certification of Post Officers](#), Due June 1 ([pdf](#))
- [Certification of Financial Audit](#), Due November 15 ([pdf](#))

RESOURCES:

- [2022 Post Adjutant's Manual](#)
- [2022 Officer's Guide](#)
- [Consolidated Post Report \(CPR\)](#)
- [District Commander's Guide](#)
- [Adjutant Resources](#) webpage.
- Communications Toolkit – [doc](#) | [pdf](#)
- [Government Forms](#)

POST BY-LAWS: SECTION 4. DUTIES OF THE ADJUTANT.

The Adjutant shall have charge of and keep full and correct record of all proceedings of all meetings, and under the direction of the Post Commander handle all correspondence of the Post.

FINANCE OFFICER (ELECTED)

Much of our finance officer's work is determined by standard accounting practices and the needs of the post. The post finance officer is the person of integrity that helps develop a post budget and administers the post book of accounts. The Finance officer also advises post leaders on the formulating and administering of financial policies, including the annual post budget.

The Post 66 Finance Officer has responsibility for ensuring:

- Sound financial policies are developed and followed
- Bookkeeper follows standard accounting practices
- Monthly financial reports are accurately prepared
- Post insurance and bonding needs are adequately covered
- Annual [Certification of Financial Audit](#), is properly conducted and submitted prior to November 15
- The Annual post operating budget is developed, and submitted for approval prior to (*Date ?*) and the
 - Event Budgets and Financial Reports are submitted and processed

BY-LAWS, SECTION 5. DUTIES OF THE FINANCE OFFICER.

The Finance Officer shall be charged with the custody of the funds of the Post. He shall keep its accounts and report thereon at regular meeting of the Post. They shall receive all funds of the Post and pay all bills approved by the Post. The office of Finance Officer and any other officers and/or positions charged by the Post Constitution and/or Bylaws, with the responsibility of handling Post funds should be bonded.

Additional Information Needed?

Post EIN, Information on: Bank accounts, credit & debit accounts, Paypal and other online banking services, certificates of deposits, investment accounts, balances, contact information

HISTORIAN (APPOINTED)

The post historian should attend department conventions and make a point of knowing what historians of nearby posts are doing. The department historian can advise post historians on department and national post history contests, historians associations, and materials to assist in maintaining best practices.

RESOURCES

- [HISTORIAN CENTER WEBPAGE](#)
- [NATIONAL ASSOCIATION OF DEPARTMENT HISTORIANS](#)

BY-LAWS, SECTION 6. DUTIES OF THE HISTORIAN.

The Historian shall be charged with the individual records and incidents of the Post and Post members, and shall perform such other duties as directed by the Post or the Executive Committee.

JUDGE ADVOCATE (APPOINTED)

POST OFFICER’S GUIDE

“Judge advocate The judge advocate supplies professional advice in the conduct of post business or to procure proper counsel. This officer is the guardian of the constitutional form of post government. The judge advocate can also supply valuable assistance to other post committees and officers, and should maintain contact with local government officials. The judge advocate commonly has the duty, with others, of auditing post financial accounts. This is done annually, usually before the election of officers, or more frequently at their discretion.”

RESOURCES

- [BYLAWS \(12-2022\)](#)
- Robert's Rules of Order Newly Revised, 12th edition

BY-LAWS, SECTION 7. DUTIES OF THE POST JUDGE ADVOCATE.

The Post Judge Advocate’s duties shall be to advise the Post officers on the construction and interpretation of the Post’s By-Laws and to perform such other as are usually incident to the office.

POST CHAPLAIN (APPOINTED)

RESOURCES:

- [Chaplain's Center & Share a Prayer](#)
- [Chaplain's Prayer Book](#)
- [Four Chaplains Day](#)
- [American Legion Chaplains](#)
- [Benefits Information for Survivors](#)
- [CalVet Burial Benefits](#) **New**
- [Four Chaplains Day](#)
- [Chaplain's Handbook](#)
- [Guidelines for Honoring the Four Chaplains](#)
- [Sons Manual of Ceremony & Prayer](#)
- [Summary of VA Dependents and Survivors' Benefits](#) **New**
- [Temporary Financial Assistance](#)
- [Temporary Financial Assistance Application](#)
- [VA Survivors and Burial Benefits Kit](#) **New**
- [What to Do Before a Veteran Dies](#)

BY-LAWS, SECTION 8. DUTIES OF THE POST CHAPLAIN.

The Post Chaplain shall be charged with the spiritual welfare of the Post comrades and will offer divine but non-sectarian service in the event of dedications, funerals, public functions, etc., and to adhere to such ceremonial rituals as are recommended by the National or Departmental Headquarters from time-to-time.

POST SERVICE OFFICER (APPOINTED)

RESOURCES:

- [Post Service Officer](#) (PSO) webpage
- [Post Service Officer Guide](#)
- [Post Service Officer Training Video](#)
- [Service Officer Code of Procedures](#)

BY-LAWS, SECTION 10. THE DUTIES OF THE SERVICE OFFICER.

The Service Officer shall be generally prosecuting claims and protecting the rights and privileges of all veterans, their dependents, and survivors and to handle such other matters as may be properly be considered service work.

SERGEANT-AT-ARMS (APPOINTED)

Sgt-at-Arms (Appointed)

He/She shall preserve order at all meetings, ensures members are properly greeted at the door, makes new members welcome, and is in charge of flag etiquette/disposal, and shall perform such other duties as may be assigned to him/her by the Post. This office is commonly the first of four steps to becoming Post Commander.

BY-LAWS, SECTION 9. DUTIES OF THE SERGEANT-AT-ARMS.

The Sergeant-at-Arms shall preserve order at all meetings and shall perform such other duties as may be from time-to-time assigned to them by the Post.

JUNIOR PAST COMMANDER

Do we have OR should we have a job description for the Junior Past Commander?

POST COMMITTEES:

Our Post 66 By-Laws require three committees: the Executive Committee, Finance Committee and Membership Committee. The Post Commander creates additional standing committees as appropriate. The committee chairs are appointed by the Post Commander and committee members are selected by the chair.

Many posts also have committees that support The American Legion Four Pillars of Service, which are:

- Americanism
- Children & Youth
- National Security, and
- Veteran Affairs and Rehabilitation (VA&R)

COMMITTEE SERVICE

Post committees are an important way for our members to serve our veterans, their families and the San Luis Obispo community. Committee service gives members a chance to pursue personal interests, help solve problems, and allow personal strengths to be utilized. Through their work on committees members provide the hard work needed for our Post to succeed as they plan, organize, communicate, and implement the programs of Post 66 and The American Legion.

Work in committees provides opportunities for the member growth and encourages active participation by limiting time commitments. Committee work also functions as a very important training grounds for future leaders.

POST COMMITTEES:

What information do we want included on each of our post committees?

Who? Who is the committee chair & Contact information

What? What do we expect the committee to do? What other committees do they need to work with?

When? Is there a specific time when the committee needs to be active? i.e. Finance Committee needs to be very active during the Pancake Breakfast, which is our major post fundraising event.

Where? Does the committee do their work primarily: at the post, at community events, and/or military installations?

Why? How does this committee serve the mission of our Post 66: to serve our veterans, their families and the San Luis Obispo community.

COMMITTEE SERVICE

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EXECUTIVE COMMITTEEMEN AT LARGE (3 ELECTED)

The Executive Committee, is a body of deliberation, that helps determine **HOW** Post 66 proceeds in our journey to succeed.

In a more detailed explanation of their job, they:

- Administer, Govern, and Manage Post 66
- Consider all Matters Affecting Post 66, and
- Serve as an advocate for the general membership of Post 66

The Post 66 membership then determines post policies with their vote, after hearing the recommendations of the Executive Committee. The final decision are made by the vote of our members.

POST OFFICER’S GUIDE

“Executive committee Government and management of the post is entrusted to the executive committee. It should meet regularly or as often as the commander deems necessary. In some cases, the post executive committee is further charged with assisting in hiring employees, authorizing and approving all expenditures, hearing reports of post committee chairpersons, and providing business oversight over post affairs.

Delegation of these functions to the executive committee is in no way intended to usurp the powers of the membership through regular post meetings. Rather, this allows the routine business affairs of the post to be handled outside of post meetings. Committee reports and other issues of general interest to members should be handled during post meetings.

The key to interesting post meetings is using the executive committee effectively. The post meeting that becomes bogged down in arguments on petty details is interesting only to those engaged in the conflict.”

POST 66 BY-LAWS, ARTICLE IX, SECTION 23. (3 ELECTED)

“The Executive Committee shall consider all matters affecting the Post and shall make recommendations to the Post, which thereafter shall be approved by the Post by a simple majority vote before becoming effective. The Executive Committee shall manage the business of the Post. They shall advocate for the general membership at meetings, assist Post Officers in directing Post business, act as Post representatives in the absence of Post commanders.”

POST COMMITTEES: FINANCE

Required in By-Laws.

Chair: Maggie Glidden

Finance and Ways & Means Committees - work together to supervise the financial duties of the Post, prepare the annual budget and advise the Executive Committee on financial matters.

RESOURCES

- [Financial Resources](#)
- [Event Budget & Finance Report](#)
- [Post Financial Control Checklist](#)
- [Guidelines for Internal Cash Control](#)

Event-based budgets determine the financial impact of key post activities?

POST 66 BY-LAWS SECTION 4. FINANCE COMMITTEE.

The Finance Committee shall be charged with the administration of the financial policy, preparation of an annual budget with recommendations, and supervisions of receiving, disbursing, and ac-counting of all Post funds.

POST COMMITTEES: FINANCE MONEY HANDLING MEMO

Bob-

Counting money for the Post last night after the BBQ created great concern for me. These concerns are focused on the following areas:

Incorrect banks have been used for all cash boxes.

The reserve bank is depleted of over half the funds which are required to be maintained.

New procedures attempting to circumvent current approved practices have been distributed and executive committee members have been instructed by you to follow them without confirmation from the Operations Committee or approval from the membership at a meeting.

Attached are the approved change bank policy as approved by the Post. If you wish to change these procedures, it needs to go through the Operations Committee and be approved by the membership.

The commander has asked the Operations Committee to develop training for cash handling and any changes in cash handling should be addressed during this process, rather than directing changes without confirmation from the persons who are charged with handling the cash of the Post and confirmation of process through the Operations Committee and Post 66 membership.

Please replenish the money of all starting cash banks and cash reserve banks by Monday, January 18, 2016 in order to comply with the standards approved by the Post.

You may need to adjust the recorded revenue of the past month as it appears to have been inflated through the mishandling of the Posts cash funds.

The correct banks, as outlined in our policy, are as follows:

| <u>Bank</u> | <u>Amount</u> | <u>Location</u> | |
|------------------------------|-------------------------------|-----------------|------------|
| Reserve Change Floor Safe | \$500 - \$5's ; \$500 - \$1's | (\$1000) | |
| Safe Raffle Change | \$100 - \$5's ; \$50 - \$1's | (\$150) | Upright |
| Safe Dinner Change | \$200 - \$5's | (\$200) | Upright |
| Bar Change | \$200 - \$5's ; \$150 - \$1's | (\$350) | Bar Cooler |
| TOTAL | | (\$1700) | |

I appreciate your assistance in restoring the Post funds to their approved location.

Paul

Procedure: New Raffle Program

(From Post Commander Binder)

- 1) Raffle will follow a progressive 50/50 structure with 50% of the raffle sales going into the winning pot.
- 2) Tickets will be 1 for \$1 or 8 for \$5.
- 3) There will be four tickets drawn at the end of dinner:
 - A) First drawing reward will be \$20 (taken from the house side of the raffle sales) given to the holder of the winning ticket if they are wearing their American Legion cap.
 - B) For the Second through Fourth ticket drawing, the winning ticket holder has the choice of a FREE DINNER TICKET (currently a \$10 value) to be redeemed at a future Post 66 BBQ **OR** they can tempt fate and reach into the Can and select a marble. If they select the lone dark marble, they win the 50/50 “pot”.
- 4) If the “pot” is won before the Fourth winning ticket is drawn. The remaining ticket winners will receive a FREE DINNER TICKET automatically.
- 5) The starting marbles will have thirty (30) clear marbles and one (1) dark marble of similar size, shape, weight, and texture.
- 6) If no one attempts to pick the winning marble or if there are no winners that night, the remaining unpicked marbles and the “pot” get forwarded to the next BBQ event until the winning marble is picked.
- 7) The picked marbles will be kept separate until the “pot” is won.
- 8) The current “pot” and remaining marbles will be announced in the email communication sent out announcing the BBQ.

POST COMMITTEES: MEMBERSHIP

Required in By-Laws.

Chair:

Membership Committee - handles all work on membership:

- Recruitment & Growth
- Acceptance
- Retention, and
- Renewals.

RESOURCES:

- [Membership](#)
 - [Buddy Check Toolkit](#)
 - [This Is The American Legion](#)
 - [Why You Should Belong](#)

Vice Commanders provides guidance.

<https://www.legion.org/membership>

POST COMMITTEES: AMERICANISM (NOT ACTIVE)

An American Legion Pillar of Service topic.

Chair:

Americanism— Inspires love of country and good citizenship through patriotic observances, flag etiquette, civic instruction in schools, community service, and youth activities such as:

- Boys State
- Boy Scouts
- Oratorical Contest, and
- School Award Medals.

POST COMMITTEES: BAR SERVICE

Chair: Jim Miller

The American Legion publication “Post Operations Manual” contains a lot of good suggestion on proper bar management. Here is an example:

“BEVERAGE COST CONTROL

The cost of Goods Sold in the bar should range from 30% to 40% of the Sales. This can be controlled by proper pricing, avoidance of over pouring and spillage, proper purchasing and good inventory control.

All purchasing should be under the direct control of the manager. Payment of purchases should only be paid as authorized by him. The exception would be when it is required that certain items be paid upon delivery.

Whenever it is physically possible to do so, the inventory stock room should be controlled by someone other than the bartender. This room should be kept securely locked at all times and only one person should have access to it for the purpose of storing and issuing the merchandise. Requisition in duplicate should be required for all merchandise issued.”

RESOURCES

- [Post Operations Manual](#)
- [Finance Commission](#)

POST COMMITTEES: CHILDREN & YOUTH (NOT ACTIVE)

An American Legion Pillar of Service topic.

Chair

RESOURCES

- [Children & Youth](#)
 - [Children & Youth Programs](#)
 - [April is Children & Youth Month](#)
 - [National Family Week](#)

POST COMMITTEES: FACILITIES

Chair: Mario Perez

Responsibility for maintenance of equipment, sanitation, buildings and the Post facility

POST COMMITTEES: FACILITIES—BOOKING MANAGER

Booking Manager: Nora O'Donnell

Uncertain where the Booking manager should be placed withing our post organization. As a function of the Facilities Committee is one idea.

Rental Information

The Post 66 Hall may only be rented by members in good standing or through the sponsorship of a member in good standing.

Facilities include:

- A complete bar with a bartender
- Large pit BBQ
- Seating for up to 170 people
- Large dining/meeting room
- Plenty of free parking
- Hall Rental Things to Know:

The first step in renting the Post hall is to request a date and obtain a rental packet from the Booking Mgr. After reviewing rental procedures and policy, make an appointment to go over your request.

Liability/property damage insurance, with liquor liability, if alcohol will be served, is required when renting the Post Club/Hall. This can be obtained through an online link, a one-time certificate on your homeowner's policy, or through an insurance agent.

All drinks, alcoholic and non-alcoholic must be purchased through the Post bar. If you want to bring your own champagne or wine there will be a corkage fee of \$10.00 per bottle.

The Post is cleaned by a professional janitorial service and the fee is \$85.

The Rental Contract can only be issued to a member in good standing.

For further information, call Nora O'Donnell,

Booking Manager at 805-543-6445

post.rental@post66slo.org

POST COMMITTEES: FOOD SERVICE

Chair: Betty Bristol

The American Legion publication “Post Operations Manual” contains a lot of good suggestion on food service management. Here is an example:

FOOD COST CONTROL

Food cost should range from 35% - 45% of sales. If the food cost is higher, immediate steps should be taken to correct it.

No control system has yet been devised which, by means of the paperwork alone, will bring about the desired results. Food control is not only a clerical function, but is also calls for close attention on the part of the management and the crew to proper purchasing, receiving, storing, preparation, production costs, and merchandising. The preparation of daily cost figures through a food control system serves as a guide to those in charge and enables them to take corrective steps when the costs fluctuate too sharply and are out of line.

Resource

[Post Operations Manual](#)

POST COMMITTEES: INVESTMENTS

Chair: Dave Glidden

Investment Committee — Directs, monitors and controls the Post 66 Endowment Funds, insuring continuing financial stability. The Investment Committee reports to the Executive Committee, with recommendations for handling investment services for the Post.

POST COMMITTEES: FOOD SERVICE

(From Post Commander Binder)

Order, Purchase = Food, kitchen and serving supplies

Prepare and serve Beans, Au Gratin Potatoes, Salad & Garlic butter. Sell leftover meat. Pay dishwasher, Inventory wood.

Beans = 4-5-6 cans Ranch beans, 5-6# ground beef, 2 chopped green peppers, 4 yellow onions chopped, 1/2 # margarine, Garlic, salt/pepper, salsa, Worchester sauce.

Salad = Chopped 1 large Red onion, 6-8 bunches green onions, 2 bunches radishes, 4-5 # tomatoes, 1 pkg (6) romaine, 3 cans beets, 3-4 bags salad mix, spices, dressing (Italian/Buttermilk)

Melted butter 4-5 # with garlic.

Au Gratin Potatoes = per package directions.

Inventory/Purchase Where?

Costco

4-6 cans Ranch beans, 4-5 bags salad mix, 1 pkg (6) romaine, 6-7-8 (2 pks) SLO sourdough bread, 4 or 8 # butter (1# sticks). Minced Garlic, (Also Smart & Final).

Smart & Final.

Large compartment dinner plates plastic, XL take out foam containers (No compartment), Au Gratin Potatoes, Small take out foam containers, dressings, tall dispenser napkins, Worchester sauce minced garlic, (also Costco) kitchen cleaning supplies, disposable gloves, ground beef, coffee, etc.

Good 4 Less

4 green peppers, 4 large yellow onions, 1 large red onion 2 bunches radishes, 4-5 # Roma tomatoes, 6-8 green onions, 5-6 # 70% ground beef? 1# margarine 3 cans sliced beets.

Wood & Fire starter – notify when needed.

Make coffee firs, put in dining hall, plug in, turn in about 5:30.

POST COMMITTEES: MEDIA & COMMUNICATIONS

Chair: Rick Pushies

The Media & Communications Committee is primarily responsible for the online communications with our American Legion Family, the San Luis Obispo community, and our local media outlets. The committee can also offer guidance on marketing and branding issues for Post 66.

How we communicate includes:

- Post Website
 - Posting of program information, news stories and resources
 - Posting of important documents on the “Archives” page, and
 - Website maintenance, as needed
- Facebook page – as needed
- Monthly Newsletter – produced as a webpage. Notification of when newsletters availability is sent to all members of our American Legion Family that we have an email address for.
- Email Communication (Mailchimp)
- Weekly Reminders of Monday Night Socials, and
- Additional emails to keep our American Legion Family informed.

Policy Statements

Response to requests for posting links on our website: *"Thank you for your e-mail. We do not post information from unsolicited or unknown sources on our web site."*

No publication of youth contact information

POST 66 WEBSITE (POST66SLO.ORG)

Webmaster is Rick Pushies (805-925-9144)

Our Post 66 website is hosted Blue Host.

The url to log in to our domain is: <https://my.bluehost.com/cgi/app?logout=1>

Our username is: post66slo.org The password is: TBD

The annual fee for domain name post66slo.org is: \$18.95, due June 4, 2023

The annual web hosting fee is \$179.88, due July 30, 2023

Our website is a WordPress site, the current version is 6.1.1

We use the free version of the WordPress theme Divi, version 4.19.2 by Elegant Themes to build our website. This is the same theme used by the Department of California.

POST COMMITTEES: MEDIA & COMMUNICATIONS

POST 66 FACEBOOK PAGE

Facebook page location:

<https://www.facebook.com/profile.php?id=100083362963770>

Our Facebook account username: mail@post66slo.org

Our password is: TBD

We have a new Post 66 Facebook page. The complex nature of creating and using a Facebook page for Post 66 led us to create this new page, postsixtysix slo.

We now own our Facebook page and have full control over all aspects of the page. This will allow us to integrate with emails we send out using Mailchimp. It will also give us continuity in how we manage this important communication resource. Facebook is an extremely popular social media platform and many of our Legion Family use it routinely, making it an important platform for us to use.

MAILCHIMP ACCOUNT

Mailchimp account log in url: <https://login.mailchimp.com/>

Our Mailchimp username is: webteam@post66slo.org

Our password is: TBD

Mailchimp is primary tool for communicating with our American Legion Family. We use Mailchimp to email our members of:

Notification of our monthly Post 66 Newsletter availability

Reminders about Monday Night Socials, and

Additional information about post events and other operations

MORE TO COME . . .

Text messaging –

A method used more frequently by younger veterans

Good for short reminder messaging

Cost is a concern

POST COMMITTEES: NATIONAL SECURITY (NOT ACTIVE)

An American Legion Pillar of Service topic.

Chair:

Legion blood drives are linked to the National Security Commission.

RESOURCES;

- [Blood Program Booklet](#)
- [Access Granted](#)

POST COMMITTEES: VETERANS AFFAIRS & REHABILITATION (VA&R)

(NOT ACTIVE) An American Legion Pillar of Service topic.

Chair

Veterans Affairs & Rehabilitation Committee - is responsible for bringing to the attention of members and their dependents the rights and benefits granted them by law. They shall assist veterans in the pursuance of claims and in obtaining other veteran's rights and benefits; to visit comrades who are sick or disabled; to visit and comfort members of their families when sick or bereaved.

RESOURCES:

- [Veteran Affairs](#)
 - [Gulf War Era Benefits & Programs](#)
 - [Know Your Benefits](#)
 - [Know Your Benefits](#)
 - [Post Traumatic Stress Disorder](#)

POST COMMITTEES: WAYS & MEANS (NOT ACTIVE)

Event Leader:

[Post Event Financial Report](#)

Finance and Ways & Means Committees - Develop fund-raising projects. Once approved they are responsible for the project's completion and success.

2023 KEY POST EVENTS

POLICIES FOR CONDUCTING KEY POST EVENTS

- [2023 Annual Activity Calendar](#)
- [Event Budget & Finance Report](#)

Event-based budgets determine financial impact of key post activities.

Event Leader, aka - person in charge of event success. The policies for conducting events are a “How To” guides to help the event leader conduct a successful event.

Marketing & Advertising – Start conversation 6 months or more in advance to work with the Media & Communications Committee to develop fliers, schedule for marketing to Post 66 Legion Family internal market (Website, newsletter, Facebook, etc.) and external markets (CalPoly Veterans, Chamber of Commerce, KSBY, SLO County VSO, New Times, Camp San Luis, etc.)

Planning & Organization Considerations

Photographers, Facility Reservations, County/City Permits, VA Resource Van, Blood Mobile, Portable Toilets, etc.

STAFF NEEDS:

2023 KEY POST EVENTS

WEDNESDAY, 02-08 VALENTINE’S DAY PARTY

Event Leader:

- [Event Budget & Finance Report](#)

2023 KEY POST EVENTS?

02-12 SUPER BOWL PARTY

Event Leader:

- [Event Budget & Finance Report](#)

2023 KEY POST EVENTS

SUNDAY, 02-12 SUPER BOWL PARTY

Event Leader:

- [Event Budget & Finance Report](#)

2023 KEY POST EVENTS

04-05 Post Officer Nominations

05-03 Post Officer Nominations

05-03 Post Officer Elections

2023 KEY POST EVENTS

05-19&20 CAR SHOW

Event Leader:

- [Event Budget & Finance Report](#)

2023 KEY POST EVENTS

05-21 PANCAKE BREAKFAST

Event Leader: Nora O'Donnell, First Vice-Commander

- [Event Budget & Finance Report](#)

2023 KEY POST EVENTS

05-29 MEMORIAL DAY

Event Leader:

- [Event Budget & Finance Report](#)

2023 KEY POST EVENTS

06-07 LEGION FAMILY OFFICER INSTALLATION

Event Leader:

- [Event Budget & Finance Report](#)

2023 KEY POST EVENTS

09-11 PATRIOT DAY CELEBRATION

Event Leader:

- [Event Budget & Finance Report](#)

2023 KEY POST EVENTS

09-11 PATRIOT DAY CELEBRATION

Event Leader:

- [Event Budget & Finance Report](#)

2023 KEY POST EVENTS

10-19 PROJECT HERO CYCLIST LUNCH

Event Leader:

- [Event Budget & Finance Report](#)

2023 KEY POST EVENTS

10-25 BOYS & GIRLS STATE DINNER

Event Leader:

- [Event Budget & Finance Report](#)

2023 KEY POST EVENTS

10-31 HALLOWEEN COSTUME PARTY

Event Leader:

- [Event Budget & Finance Report](#)

2023 KEY POST EVENTS

11-08 AUXILIARY RAFFLE & SILENT AUCTION

Event Leader:

- [Event Budget & Finance Report](#)

2023 KEY POST EVENTS

11-08 AUXILIARY RAFFLE & SILENT AUCTION

Event Leader:

- [Event Budget & Finance Report](#)

2023 KEY POST EVENTS

12-13 LEGION FAMILY CHRISTMAS PARTY

Event Leader:

- [Event Budget & Finance Report](#)

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Appendix:

[Post 66 Bylaws](#) (12-2022)

[Post 66 Member Handbook](#) (06-2022)

[Post 66 Brochure](#) (10-2022)

[Post 66 Service Hours Sheet](#)

[Post Event Financial Report](#) (DRAFT)

Resource Links

[Adjutant Resources](#)

[Chaplain's Center & Share a Prayer](#)

Communications Toolkit – [doc](#) | [pdf](#)

[Consolidated Post Report \(CPR\)](#)

[Employment Resources](#)

[Financial Resources](#)

[Frequently Asked Questions](#) (FAQ)

Department [Legion Auxiliary Website](#)

[Legion Riders Website](#)

[Membership Committee](#)

[National Legion Publications](#)

[Post Fidelity Bond Resources](#) (*NEW Information*)

[Post Operation Manual](#)

[Post Service Officer \(PSO\)](#)

[Program Forms and Award Applications](#)

[Youth Protection Guidelines PDF](#)

[Sons of the American Legion Website](#)

[Temporary Financial Assistance](#)

[Temporary Financial Assistance Application](#)

[Training](#)

[Training Request Form](#)

Additional Three Ring Binder Pages

1. The wearing of the Cap and usage of the American Legion Emblem
2. “Zero Tolerance” Mandate Compliance Policy—Youth Protection
3. [Youth Protection Guidelines PDF](#)
- 4. Veteran Assistance Procedures**
- 5. Veteran Assistance Intake Form**
6. New Raffle Program
7. Money Handling Guidelines for Raffle Ticket Sales
8. Food Service
9. Post 66 Rental Agreement
10. Program Post 66 Dinner Meetings
11. District Handbook? (Eight Pages)

Post 66 Service Officer | Veteran Assistance Program

(From Post Commander Binder)

Policies & Procedures

Due to changes in V.A. requirements and legal liability issues: Post Service Officers (PSO) will not assist veterans with service claims unless they have complete a V.A. approved training program. Claims assistance requests shall be referred to either the county service officer or the local Disabled American Veteran (DAV) assistance representative, by the PSO.

The PSO may provide up to \$250 in emergency relief without approval of the post executive committee, after vetting the applicant and their need. Vetting shall include review/confirmation of a DD214. Service officers shall keep themselves apprised of the service fund status before committing funds. Except of situation approved by the executive committee, any one individual shall be eligible for assistance no more than once per year.

Unless approved by the Executive Committee, only the following forms of service shall be provided: gasoline, meals, hotel/motel, medical equipment (based on availability)k gift cards, referrals. The PSO shall be the point-of –contact for all service requests and may be assisted by a committee of assistant PSOs recommended by the PSO and appointed by the Commander. The PSO will be the point of contact to other organizations and agencies regarding veteran’s assistance and relief.

In-Take forms will be available in the Post 6 office and shall be completed by any member receiving/requesting assistance and placed in the PSO’s in-basket in the Post administrative office. A follow-up call notifying the PSO should be made within 24 hrs.

All funds, either income (donations), reimbursement or disbursement shall be recorded, properly documented and forwarded to the Finance Officer. Except when necessary disbursement should not be made in cash directly to the recipient, but if needed can be made by agreement by the PSO and finance officer.

(From Post Commander Binder)

88iAmerican Legion Post 66

Veteran Assistance Intake Form

Name _____ Date _____

Rank _____ Branch of Service _____

Assistance Requested or Needed _____

Name of member or agency referring Veteran

Documents for vetting (DD214) or County VSO

After intake, contact the Post Service Officer immediately or leave a message on his phone.

Amount of money or assistance provided: \$ _____

(Maximum award is \$250, with PSO approval.)

Post Service Officer / Commander signature.
