THE AMERICAN LEGION, DEPARTMENT OF FLORIDA

LEADERSHIP RETREAT

2020
OPENING COMMENTS

Rick Johnson
Department Commander
INTRODUCTIONS
DEPT HEADQUARTERS & PROCEDURES

Michael McDaniel
Department Adjutant

floridalegation.org
The objects and purposes of this Department shall be to promote the principles and policies set forth in the foregoing Preamble, National Constitution of The American Legion.

Please remember the purpose of our organization is to take care of our veterans and their families. The American Legion is a civilian organization membership therein does not affect or increase liability for military or police service. Rank does not exist in The American Legion, we are all equal and fighting for a common goal! No member shall be addressed by his military or naval title in any convention or meeting of the Department or any Post. Please be respectful, treat your fellow Legionnaires with **Dignity** and **Respect** as you would want for yourself.
MEET THE STAFF
Bruce Comer  
Department Assistant Adjutant  
4 Years of Dedication

Office Manager – Meet with staff on regular basis, monitor duties, provide support
HR – Primary contact for staff, request, issues and complaints
Post Issues – Guidance and assistance

Deadlines – Monitor Deadlines for meetings, DCC, EC/FC, amendments/resolutions
Event Oversight – Provide assistance, address issues during Department Events
Assist – Assist Dept. Adjutant with various inquiries, projects and other subjects
Collaborate – provide opinions, suggestions, and review various projects at Dept.

Rachel Castleberry  
Executive Assistant  
13 Years of Dedication

Support – Adjutant & Asst. Adjutant with Dept and Post compliance
Post Constitution & Bylaws
Post Properties
Congressman Legislative Business

Minutes – Record for Executive and Finance committees
Executive Information - For Department Convention and Fall Conference
Travel – arrange travel and record keeping
Administrative – Assist with other administrative needs of Dept.
JoAnn Collins  
*Membership Director*

**8 Years of Dedication**

**Processing** – Process membership for Legion and SAL  
**Reporting** – Provide statements and reporting for membership  
**Transmittals** – Process transmittals to National

**Awards** – Reporting and tracking of membership awards  
**New Post** – Prepare and distribute kits to new posts  
**Supplies** – Fulfill requests for membership supplies and information  
**Customer Service** – Facilitate membership questions and issues

Bobbi Halle  
*Finance Director*

**12 Years of Dedication**

**Expenses** – Process and verify expense reports for officers / chairmen  
**Reporting** – Produce financial reports requested  
**Financials** – manage all financial transactions including accounts

**Receipts** – manage all financial transactions including accounts  
**HR** – Research and manage employee benefits, tracking employee time and processing payroll

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Willie Leonard
Maintenance

51 Years of Dedication

Maintenance – Maintains Department buildings and fixtures as required
Vendors – Meets with maintenance vendors
Security – Monitors security of Department property

Errands – Runs mail to and from Post office, picks up supplies as needed

Bekki Tibbs
Programs Director

2 Years of Dedication

Materials – Provide and manage program materials and manuals
EOY – Provide end of year mailings and manage CPR’s
Programs – Oversee and provide support for 27 Legion Programs

Awards – Review and manage program trophies and awards
PSO – Manage registration and support for Service Office School
Administrative – Prepare Dept Roster, SAL Roster, provide stationary to officers and chairmen
Jennifer Cooper
Fundraising Director

6 Years of Dedication

**Database**— Manage fundraising databases, membership database needs and PROJECT: VetRelief’s database.

**Caging**— Caging donations and raffle donations, oversee fundraising vendors

**Direct Mail**— Oversee vendors, review and provide recommendations on provided content

**Communication**— Communicate via email/letters with donors, manage donor relationships, communicate with Dept heads on progress and provide feedback based on research

**PROJECT: VetRelief**— Oversee administrative duties, reporting, create marketing materials, maintain website and social media, resolve issues, manage caseworkers, communicate with board, provide promotional materials, serve as board secretary

Carrie Kolze
Creative Services Manager

4 1/2 Years of Dedication

**Creative**— Design and provide creative for all Dept needs: promo items, coins, pins, marketing materials, agendas, signs, etc

**Social Media**— Maintain and create content for all social media platforms

**Website**— Maintain and create content for Dept Website

**Emblem Sales**— Manage online store, administrative and assist with ordering, creating/designing new products

**Branding**— Create and maintain consistent branding throughout Dept.

**Publications**— Layout and oversee Legion Link, create press releases as needed, create forms

**Technology**— Provide direct support with technology issues and needs at Dept and Dept events.
Emily Church  
*Receptionist / Emblem Sales*

1 Years of Dedication

**Reception** – Answer and direct incoming calls, greet and direct Dept visitors and vendors

**Records** – Maintain records of Posts’ Tax Exemption Status

**Mail** – Post and sort outgoing/incoming mail and faxes

**Emblem Sales** – Process sales and online orders, manage inventory, provide reports as needed, resolve customer issues

**Ordering** – Track and order office supplies, order custom items following bidding protocol

**Administrative** – Assist with administrative tasks as needed

Michael Beaven  
*Veteran Services Caseworker*

3 1/2 Years of Dedication

**Casework** – Communicate with applicants, ensure correct paperwork is received, provides alternative solutions, process TFA cases under National guidelines, process PROJECT: VetRelief cases

**Assist** – Assists veterans with various questions and concerns
Cristina Hakim-Rosario
Receptionist / Emblem Sales

1 Year of Dedication

Casework – Communicate with applicants, ensure correct paperwork is received, provides alternative solutions, process TFA cases under National guidelines, process PROJECT: VetRelief cases

Assist – Assists veterans with various questions and concerns

Dennis Latta
Veteran Service Officer

8 Months of Dedication

Advises – Advises veterans, veterans’ survivors and their dependents of their rights under military service benefits acts and other relevant legislation.

Interviews – Investigates and conducts interviews with veterans and their dependents to obtain a comprehensive case history in order that eligibility for aid can be determined.
WEBSITE - EMAIL - SOCIAL MEDIA
OVERVIEW VIDEO

Carrie Kolze
Creative Services Manager
Some recent changes have been noted throughout.
QUESTIONS?
LEADERSHIP TRAINING

Rick Johnson  
Department Commander

Michael McDaniel  
Department Adjutant
QUESTIONS?
MEMBERSHIP TRAINING I

Jim Ramos
Northern Membership Chair
KEYS TO A SUCCESSFUL YEAR
2020-2021

DEDICATION
Dedication to your Oath of Office

SUPPORT
Support Dept – all necessary training & Dept Convention

LEAD
Be a leader, support activities and programs

VISIT
Show your face and visit your Posts

AVAILABLE
Be available

floridalegion.org
MEMBERSHIP TEAM

01 Be sure the person is interested in the subject matter.
02 Report regularly.
03 Be available and keep in touch.
04 Maybe the **strongest** personality!
05 Willing to work as hard as you, maybe harder.
06 Visit Post, especially when in need.
07 Know mylegion.org and keep supplies: applications, pamphlets, etc.
SACRIFICE

- VACATION TIME
- HOLIDAYS
- UNINTERRUPTED ANYTHING
- SLEEP
- FREE TIME
**CONTINUE WITH TEAM**

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
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</thead>
<tbody>
<tr>
<td>01</td>
<td><strong>Strongest</strong> personality</td>
<td>04</td>
</tr>
<tr>
<td>02</td>
<td>Willing to work hard</td>
<td>05</td>
</tr>
<tr>
<td>03</td>
<td>Need to visit Posts</td>
<td></td>
</tr>
</tbody>
</table>
MEMBERSHIP TEAM MEMBER

01 Recruitment (every opportunity)

02 Use your Post CPR (*Legion Link*, Publications and *Legion Magazine*)

03 Take pride in your work, Post, District and in the Department of Florida

Contact me at:

352-226-4370
jramos149@bellsouth.net
MOTIVATION IN MEMBERSHIP

Membership is the life-blood of The American Legion

Pride and Commitment

Always have “PMA” you will accomplish the Goal (103%)

What is the Post goal?

Timetable / Plan of Action

Positive Mental Attitude

Teamwork (Help)
TIME TABLE | 2020-2021

Go to handout or Membership Manual 2020-2021

Planning and you will need a Membership Timetable

Where?

What?

Who?

When?
TIMETABLE BY MONTH

Let’s review

Plan 90 days in advance

Membership in September open house ***

Membership in February open house ***

March (District Race) open house *** (key)

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QUESTIONS?
QUESTIONS?
BREAK
FINANCE BRIEFING

John Dollinger
Finance Chair

Michael Raymond
3rd Vice Commander
QUESTIONS?
QUESTIONS?
THE AMERICAN LEGION, DEPARTMENT OF FLORIDA

LEADERSHIP RETREAT

2020
OPENING COMMENTS

Rick Johnson
Department Commander
PROGRAMS OVERVIEW

Eunice Butts  
2nd Vice Commander

Bekki Tibbs  
Programs Director

floridalegion.org
AMERICANISM, CHILDREN & YOUTH

Eunice Butts
2nd Vice Commander
01 Action Programs of Americanism

02 Children & Youth Programs
<table>
<thead>
<tr>
<th>Action Programs of Americanism</th>
</tr>
</thead>
<tbody>
<tr>
<td>Americanism is an unfailing love of country,</td>
</tr>
<tr>
<td>loyalty to its institutions and ideals,</td>
</tr>
<tr>
<td>eagerness to defend it against all enemies,</td>
</tr>
<tr>
<td>individual allegiance to the U.S. flag</td>
</tr>
<tr>
<td>and a desire to secure the blessings of liberty to ourselves and our posterity.</td>
</tr>
</tbody>
</table>
The American Legion Operation Comfort Warriors (OCW) program has been aiding in the recovery of wounded, injured or ill military personnel since 2008.

- Supplied by the government. Items include toiletries, clothing, electronics, rehabilitation equipment, adaptive sporting equipment and other necessities.

- OCW also hosts events for servicemembers who are recovering from their wounds, such as dinners and picnics.

[legion.org/ocw](legion.org/ocw)
American Legion Baseball began in 1925 and held its first national tournament the following year.

Today, there are more than 3,400 teams and nearly 55,000 youth who participate in the program yearly from all 50 states and Canada.

American Legion Baseball teaches youth good sportsmanship, loyalty, respect for rules and decisions rendered, physical fitness, fair play, courage and citizenship.
The American Legion officially recognized Scouting as a positive youth program at its first national convention in 1919.

Support has remained constant since then, with local posts chartering over 2,300 Scout troops and providing other forms of support.
Many American Legion departments conduct a weeklong Youth Cadet Law Enforcement Program in conjunction with their state police or highway patrol academy.

Program titles may vary, such as “Student Trooper Program” or “State Police Youth Week,” but they all share the same mission of educating high school students about law enforcement, providing a day-in-the-life of a trooper in training, and instilling respect for law enforcement.
The American Legion Junior Shooting Sports program is recognized as one of the premier amateur shooting programs in the country.

Teaching students under 18 years old (or high school seniors no older than 20) gun safety and marksmanship while fostering healthy competition.
Since 1935, American Legion Boys State has been one of the country’s most revered and selective government instruction programs.

Teaching high school students about the operation of local, county and state governments. Fifty American Legion departments conduct this program, serving more than 17,000 young men each year.
"A CONSTITUTIONAL SPEECH CONTEST"

The American Legion Oratorical Scholarship Program helps high school students develop a deeper knowledge and understanding of the U.S. Constitution, teaches the importance of leadership, and provides participants with an understanding of the duties, responsibilities, rights and privileges of American citizenship.
The American Legion’s Flag Education Program increases awareness of proper flag display, dignified disposal and instills patriotism and honor in all Americans.

Flag education has been a major activity of The American Legion since its inception, with thousands of flag education programs presented each year in classrooms across the country.
<table>
<thead>
<tr>
<th>Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>AMERICAN LEGION LEGACY SCHOLARSHIP</td>
</tr>
<tr>
<td>SAMSUNG AMERICAN LEGION SCHOLARSHIP</td>
</tr>
<tr>
<td>AMERICAN LEGION SCHOOL MEDAL AWARD</td>
</tr>
<tr>
<td>AMERICAN EDUCATION WEEK</td>
</tr>
<tr>
<td>VETERANS IN THE CLASSROOM</td>
</tr>
</tbody>
</table>
Risk Management for Youth Sports Programs

**Baseball** – Background check necessary for all Coaches, Managers, Volunteers.
- Must complete “Abuse Awareness” training course.
- Both background check and training course run through Department during registration process.

**Junior Shooting Sports** – Background check necessary Coaches, Volunteers, or anyone else otherwise participating in the program.
- Must complete “Abuse Awareness” training course.
- Both background check and training course run through National during registration process.

Other Youth Programs

Currently no changes to other youth orientated programs, however there is a resolution at National coming up this fall that will update protocols for those supporting National Youth Events.
CITIZENSHIP

GET OUT THE VOTE

CITIZENSHIP OUTREACH

IMMIGRATION & NATURALIZATION ACTIVITIES

PATRIOTIC HOLIDAY PROGRAMS
AMERICANISM QUESTIONS?
Today’s American Legion is as focused on the welfare of our country’s children and the issues facing young people as it has ever been.

The structure of this organization is forever supported by the balance that our founding architects envisioned.

Therefore, the Children & Youth pillar and its programs remain committed to serving the nation’s youth.
Since 1919, The American Legion has been committed to the health and welfare of our nation's veterans and their families. Born out of this desire to serve, The American Legion established a form of direct aid to veterans' children in 1925:

Temporary Financial Assistance (TFA). This landmark program continues to be unique in the field of social work today.
CHILD SAFETY

GATEWAY DRUGS
WARNING SIGNS
HALLOWEEN SAFETY
MISSING CHILDREN
Celebrated as “Children & Youth Month” since 1938, April is the perfect time of year for Legionnaires to demonstrate that the American Legion Family is committed to its community, and especially its children.
CHILDREN & YOUTH PROGRAMS

QUESTIONS

THANK YOU
MEMBERSHIP TRAINING II

Ray Perez
Southern Membership Chair
QUESTIONS?
Wanda Brandt
ALA 1st Vice President
SONS OF THE AMERICAN LEGION
DEPARTMENT OF FLORIDA

Bill Kelly
SAL NEC
BREAK
DISTRICT COMMANDER’S TRAINING

Jim Ramos
Northern Membership Chair
The title “District Commander” is interchangeable with county or area commander.

Your term as District Commander can be one of the most rewarding and satisfying experiences of your life.

**As District Commander, you are the link between individual members, Posts and the Department**

With your leadership, the posts in your district are better able to link their programs and operations to the state and national organization.
Your first two months in office can and often do determine success or failure.

This is the time to select key people to assist you, set a timetable of events, and encourage posts to get organized.

Choose people with whom you can work well and who can best perform the tasks necessary for a successful year.
Not all programs are handled on a district-wide basis, but such a calendar is necessary.

List activities and report dates so Post and District Chairperson know them well in advance.


# DISTRICT MEETINGS

- ★ Is to get as many members to the District meeting
- ★ Time and Place for the meeting
- ★ Attendance (2 members from each Post)**
- ★ Arrangement (room set-up, seating, registration and more)**
- ★ Agenda (Officer’s Guide & Manual of Ceremonies)**
DISTRICT TRAINING

Teaching our members what? All Programs and functions of The American Legion history

Legionnaires are ready, willing and able to carry on our mission

The responsibility belongs to all of us, not just the top leadership
DISTRICT TRAINING CONTINUED

- VETERANS AFFAIRS & REHABILITATION
- NATIONAL SECURITY
- AMERICANISM
- CHILDREN AND YOUTH
- COMMUNITY SUPPORT
- LEGISLATIVE AND LOBBYING
WHY TRAIN

- BASIC TRAINING ONLINE
- WEAR THE UNIFORM (LEGION)
- WORK AS A TEAM
- ADVANCED TRAINING
- PROFESSIONAL DEVELOPMENT

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MENTORING

Programs and Post Operations

New members to learn

Provide new skill sets for long-time members

Increase activities at the Post around training events ***

Establish an effective mentoring ***

Motivate members to increase their Legion knowledge ***
WHY TRAIN

THE JOB OF POST SERVICE OFFICER
MEMBERSHIP RECRUITING
POST LEADERSHIP
AMERICANISM AND CHILDREN & YOUTH PROGRAMS
PUBLIC RELATIONS
PLANNING AND EXECUTING EVENTS
CONDUCTING TOWN HALL MEETINGS AND PUBLIC EVENTS
WHAT IS THE DISTRICT COMMANDER’S GOAL

- New Post Achievement Award
- Race to the Top competition
- 100% District Commander Pin
- Establish an effective mentoring ***
- District Commander Achievement Award and District Honor Ribbon
PROGRAM REMINDERS

- Attendance at District and Department functions
- Helps build the esprit de corps that makes for a good Legion post
- Goal setting (membership)
- SMART?
**Smart**

- **Specific:** It clearly states what must happen
- **Measurable:** Results can be easily validated
- **Action-oriented:** It begins with the word “to,” followed by a verb
- **Realistic:** It is challenging, yet practical and achievable – not too high or low
- **Time-limited:** It has a measurable period for achievement
QUESTIONS?
LUNCH
MEMBERSHIP TRAINING II

Ray Perez
Southern Membership Chair

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QUESTIONS?
BREAK
FUNDRAISING

Jennifer Cooper
Fundraising Director
5 KEYS TO FUNDRAISING

01 Answer the Question: **WHY** are you raising money

02 Choose the Right Fundraiser for you

03 Organization is Key

04 Teamwork is Essential

05 Action and Follow Through

Taken from “The 5 Keys to Successful Fundraising” by Sandra Sims
THE WHY

01 Post needs money to stay in business

02 For charity – *Do your research!*

03 Specific goal you’re working towards (*i.e. Send 10 boys to Boys State, fund Post repairs*)

*Taken from “The 5 Keys to Successful Fundraising” by Sandra Sims*
RAFFLES

01 Can not require an individual to “pay to play”

02 All materials must properly display:
   ★ source of funds used for prizes,
   ★ date hour and location where the winner is selected
   ★ outline rules and regulations
   ★ who benefits from proceeds

Taken from “The 5 Keys to Successful Fundraising” by Sandra Sims
Winners must be selected at random

Illegal to remove, disqualify, reject or otherwise discriminate based on whether individual paid or not

No minimum number of tickets

All prizes must be awarded

Winners must be notified in a timely manner
**COMMANDER’S CHARITIES**

**Children's Organ Transplant Association** is the nation’s only fundraising organization solely dedicated to raising life-saving dollars in honor of transplant-needy children and young adults. 100% of each contribution made to COTA in honor of our patients helps meet transplant-related expenses.

**PROJECT: VetRelief** is a program of The American Legion, Department of Florida, ensuring that our service men and women have the backing necessary to live successful and thriving civilian lives. Assisting during times of immediate need, working to secure benefits earned with service, and providing encouragement through mentorship.

floridalegion.org
COMMANDER’S CHARITIES

2 YEAR GOAL

$225,000

floridalegion.org
COMMANDER’S CHARITIES

$63,107.96
COMMANDER’S CHARITIES

PROJECT: VET RELIEF

$116,180.37
COMMANDER’S CHARITIES

C.O.T.A. $63,107.96
P.V.R. $116,180.37

TOTAL $179,288.33
Make sure **all donations** are marked Commander’s Charity in memo

Donations that do not specify which charity to apply funds to will be divided equally
PROJECT: VETRELIEF

Jennifer Cooper
Fundraising Director
Veteran, Active Duty Military, or Immediate Family Member (parent, child, or spouse)

Honorable or General Under Honor Conditions

Show sustainability

Apply for assistance through other service organization(s)

DO NOT have to be an American Legion Member

Florida resident for at least 120 days

Funds: Shelter, utilities, food, some critical medical and emergency transportation

Check process: paid and mailed directly to owed entity

projectvetrelief.org
EMERGENCY ASSISTANCE GUIDELINES

- Application / Interview does not guarantee funding
- Every case is different and reviewed individually
- Funds are granted on a one-time annual basis
NUMBER OF VETERANS HELPED THROUGH PVR ONLY

Year 1: 38
Year 2: 57
Year 3: 102
Year 4: 140
Year 5: 147
Year 6: 242
Year 7: 98

projectvetrelief.org
PROJECT: VETRELIEF STATS
ALL-TIME TOTAL

726 ASSISTED

$650,767.18 GIVEN

projectvetrelief.org
COVID-19 ADJUSTMENTS

- Condensed application process
- Case Workers conducting phone interviews and not requiring in-person interview done by Advocate
- Veteran must show proof they were furloughed during the pandemic
**ADVOCATE ROLE**

- Assist Case Worker in conducting interviews
- Help applicant locate documents
- Verify **all** supporting documents
- Fill out appropriate follow up report

- Follow up with applicant during the application process, and afterwards
- Any Legion Family member can be an Advocate
## COVID-19 ASSISTANCE

*Veterans assisted through the coronavirus pandemic since March 2020*

<table>
<thead>
<tr>
<th>Assistance Type</th>
<th># Veterans Assisted</th>
<th>Funds Granted</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shelter</td>
<td>125</td>
<td>$133,338.99</td>
</tr>
<tr>
<td>Food</td>
<td>47</td>
<td>$10,300.00</td>
</tr>
<tr>
<td>Utilities</td>
<td>37</td>
<td>$23,666.04</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>210</strong></td>
<td><strong>$167,305.03</strong></td>
</tr>
</tbody>
</table>
SUICIDE PREVENTION

- Developed network
- Virtual Coalition Meetings
- Created funding cycles
- Provided COVID-19 Kits
# FUNDED ORGANIZATIONS

<table>
<thead>
<tr>
<th>Organization</th>
<th>Amount Granted</th>
</tr>
</thead>
<tbody>
<tr>
<td>22 Zero</td>
<td>$19,000</td>
</tr>
<tr>
<td>Veterans Counseling Veterans</td>
<td>$4,200</td>
</tr>
<tr>
<td>SOF Missions</td>
<td>$13,000</td>
</tr>
<tr>
<td>K9 Line</td>
<td>$6,000</td>
</tr>
<tr>
<td>Beach Warrior Retreat</td>
<td>$1,500</td>
</tr>
<tr>
<td>Research and Recognition Program</td>
<td>$1,500</td>
</tr>
<tr>
<td>Norman Bissel, LMHC</td>
<td>$2,000</td>
</tr>
<tr>
<td>Live for Oils</td>
<td>$1,200</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>$48,400</strong></td>
</tr>
</tbody>
</table>
UPCOMING EVENTS

- **NOV 05**: Advocate Training Class - Virtual Event
- **NOV 14**: 4th Annual Post 63 Challenge 22 - Winter Garden, FL
- **NOV 22**: 13th District Challenge 22 Event - Port Charlotte, FL
- **JAN 09**: Post 69 Challenge 22 - Avon Park, FL
- **APR 19-23**: ALR Unity Ride - Entire State of Florida
HOW YOU CAN HELP

- Support the Commander’s Fundraisers and encourage Posts to donate or hold fundraising events
- Recruit VetRelief Advocates to help with the interview process
- Help identify District Chairmen to help promote the program
QUESTIONS?
POST VISITATIONS

Michael McDaniel
Department Adjutant

Bruce Comer
Department Assistant Adjutant
SCENARIO #1
SCENARIO #2
SCENARIO #3
**POST VISITATION PURPOSE**

**Post Perspective**

- Stimulate Legion growth.
- Encourage the amalgamation of weak Posts into strong representative Posts.
- Promote inter-post activities.
- Promote a spirit of cooperation among Posts for development of the principles of The American Legion.

**Department Expectations**
ENSURING COMPLIANCE

Ensuring Compliance with C&B as well as State and Federal Laws

How do we accomplish this?

⭐ There is an app for that

…. just kidding but there is a form
DISTRICT COMMANDER POST VISITATION REPORT

(Please note: you are required to visit each post in your district at least twice a year)

Name ___________________________ Date ________________ Post ______ District _____
Post Incorporated ______ Explain Reason for Visit ________________________________
MEMBERSHIP AND POST ACTIVITIES

How many members last year ___________ How many current members ___________
Number of new members this year ___________ Active membership committee Yes/No
Number of new members installed annually ___________ Lapel pins given Yes/No
Officers elected annually Yes/No All offices filled Yes/No Officers installed annually Yes/ No
Meetings held regularly Yes/No (Dates when meetings are held) ________________________________
Meetings run according to National Post Officer’s Guide Yes/No # of SAL members’ ___________
# Auxiliary Members ___________ # Legion Rider Members ________
Post is asset to community Yes/No (Explain) _________________________________________________
List family activities ________________________________________________________________
List programs which aid Veterans ________________________________________________________
List community activities post is used for ________________________________________________
Company Name and type of Post Insurance ________________________________________________
Has qualified Service Officer Yes/No Name & Date of certified ______________________________
Uses Post Officers Guide Yes/No Uses Post Administrative Manual Yes/No
Date of Legion Link Posted on Bulletin Board _____________
Dept approval date of Constitution & By-Laws posted ___________ Posted on Bulletin Board Yes/No
Please attach a copy of the following documents upon submission of your report:

Constitution & By Laws  
Tax Exempt Certification  
Florida Incorporation Certification - ARE SIGNERS VALID  Yes / No  
Information changes for Post Commander and/or Adjutant
Post has chairman and participates in the following programs: (Yes or No)

Americanism ____  Boys State ____  Boy Scouts ____  Legion Baseball ____
Oratorical ____  School Medals ____  Shooting Sports ____  Children & Youth ____
ROTC ____  Law & Order ____  Blood Donor ____  Special Olympics ____
Membership ____  VA & R ____  Disaster preparedness ____  Vet Employment ____
VA Hospital ____  Legion Riders ____

Please attach improvement plans for programs not being utilized.
COMMUNITY SERVICE & ACTIVITIES

Post involved in: *(Yes or No)* Flag Day ____ Veterans Day ____ Memorial Day ____ July 4\textsuperscript{th} ____
Get Out the Vote ____ Legion Birthday ____ __ Four Chaplains Sunday ____
American Education Week ____ Community Service Projects ____ Educational Scholarships ____
Post has Color Guard ____ Post participates in Burial Services for Veterans ____

*Please attach dates and details of activities the post has participated in.*
QUESTIONS?
MEDIA TRAINING

Edward Lewis

Historian
QUESTIONS?
QUESTIONS & ANSWERS
THE AMERICAN LEGION, DEPARTMENT OF FLORIDA

LEADERSHIP RETREAT

2020

floridalegion.org
OPENING COMMENTS

Rick Johnson
Department Commander
ROLE PLAY
NEED PHOTOS FOR THE
FOLLOWING:
OFFICERS
Clarence Hill, Judge Advocate,
Constitution & Bylaws, Special
Rules
AREA COMMANDERS
Sid Damsgard, Central Area
DISTRICT
Burl Thomas, 7th District
Johnny Castro, 11th District (not in
black polo)
Dennis Mallon, 12th District
Jessica Moore, 13th District
Thomas Frank, 14th District
James Bowers, 17th District
BREAK
CRITIQUE
ROUND TABLE DISCUSSIONS
CLOSING REMARKS

Rick Johnson
Department Commander
THE AMERICAN LEGION, DEPARTMENT OF FLORIDA

LEADERSHIP RETREAT

2020