

POST OPERATIONS TRAINING

SUPPLEMENTAL HANDOUT

POST OPERATIONS MANUAL

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SUGGESTED HOUSE RULES

1. The following shall be admitted:
 - a. All members of The American Legion showing current American Legion card and wife or escort.
 - b. All members of The American Legion Auxiliary showing current card and husband or escort.
 - c. All members of The Sons of The American Legion showing current card and wives or escort.
 - d. Out of town guests if accompanied by American Legion or Auxiliary member showing current card.
Members are responsible for their guests and may not leave before guests.
2. Persons are expected to dress comfortably and desirably – clean clothes and clean shaven. Attire such as shorts, halters, pedal pushers, Bermudas, and sweatshirts are restricted after 6:00 pm.
3. Legionnaires and guests are kindly requested to help keep Post home clean and tidy. Please use ashtrays for matches and cigarette butts.
4. All members must remove their hats when entering Legion Post. Wearing of Legion caps is encouraged.
5. The steward or employee in charge shall have full authority to enforce house rules while on duty and may eject any member for misconduct or violation of club rules. The members may have right of appeal to Executive Committee if necessary.
6. No member shall reprimand an officer or an employee of The American Legion. Any suggestion or criticism of the lounge or Legion operation shall be submitted to the House of Executive Committee and it will be given due consideration.
7. The employees or attendants on duty may refuse service to anyone.
8. Any member removing, damaging, or destroying any property of The American Legion shall pay for damages.
9. Cashing of checks (limit), credit, or lending of lounge funds is strictly prohibited.
10. No games played anywhere except in game room.
11. Legion meetings start promptly at 8:00 pm and the lounge shall close and stay closed until meeting is adjourned.
12. There shall positively be no drinking of any kind during Legion meeting or drinks brought into the meeting room.
13. If you receive a phone call while you are at the Post you must answer.
14. No intoxicated members will be tolerated in the lounge.
15. There shall be absolutely no drinks of any kind taken from the premises at any time.
16. Positively no alcoholic drinks are to be served to minors under any circumstances.
17. Dogs or other pets will not be allowed in lounge.
18. Loud, boisterous, or profane language will not be tolerated in Post home.
19. The lounge will close not later than midnight. On special occasions the House Committee may grant extensions by advance notice.
20. All forms of amusements shall stop 15 minutes prior to the stated closing time.
21. Social quarters shall be closed Sundays, (preferably) Christmas Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day and Election Day.

INCLUSION LETTER

(Date)

The American Legion
P. O. Box 1055
Indianapolis, IN 46204

ATTN: National Judge Advocate

Dear Sir:

The undersigned, a duly authorized office of _____

_____ Post No. _____

Department of _____, does hereby authorize the National Organization of The American Legion to include it in its application to the Department of Internal Revenue for a group exemption letter so that this Post may be exempt from the payment of Federal Income Tax under the provisions of Section 501 (c) (19) of the Internal Revenue Code of 1954, as amended.

POST EMPLOYER IDENTIFICATION NUMBER

Sincerely,

Post Commander

Post Name

Address

INVENTORY CERTIFICATE – LOUNGE

(Addressed to Individual making annual audit)

Dear Sir:

In connection with your examination of the Balance Sheet of _____ Post No. _____
The American Legion, as of July 31, 20XX, the following is a summary of the inventory which has been determined
under our general direction and control:

1. Liquor	\$ _____
2. Mixers	\$ _____
3. Beer	\$ _____
4. Wine	\$ _____
5. Cigars and cigarettes	\$ _____
6. Other merchandise	\$ _____

The above amounts are determined by: Actual Inventory _____; Estimated Inventory _____. To
the best of our knowledge and belief:

1. Inventory quantities are correct and were determined by actual count, except as follows:

2. Estimated inventory was determined in the following manner:

3. The goods and merchandise included in the inventory are the property of _____ Post
No. _____, The American Legion and none are encumbered, or held on consignment from others, or
subject to any liens, except as follows:

4. The inventory has been valued at:
Cost _____ Cost or Market whichever is lower _____
Other _____
(Obsolete, defective, old goods, etc., valued at \$ _____ are not included in inventory at
prices in excess of net realizable value.)

To the best of our knowledge and belief, the amounts stated above are a fair and proper valuation of the inventory for
inclusion in the Balance Sheet, for period ended July 31, 20XX.

Yours very truly,

The American Legion Auditing Committee

By _____
Chairman

Member

Member

Date Signed _____

INVENTORY CERTIFICATE – RESTAURANT

(Addressed to Individual making annual audit)

Dear Sir:

In connection with your examination of the Balance Sheet of _____ Post No. _____
The American Legion, as of July 31, 20XX, the following is a summary of the inventory which has been determined
under our general direction and control:

Restaurant \$ _____

The above amounts are determined by: Actual Inventory _____; Estimated Inventory _____. To
the best of our knowledge and belief:

1. Inventory quantities are correct and were determined by actual count, except as follows:

2. Estimated inventory was determined in the following manner:

3. The goods and merchandise included in the inventory are the property of _____ Post No.
_____, The American Legion and none are encumbered, or held on consignment from others, or subject to any
liens, except as follows:

4. The inventory has been valued at:

Cost _____ Cost or Market whichever is lower _____

Other _____
(Obsolete, defective, old goods, etc., valued at \$ _____ are not included in inventory at
prices in excess of net realizable value.)

To the best of our knowledge and belief, the amounts stated above are a fair and proper valuation of the inventory for
inclusion in the Balance Sheet, for period ended July 31, 20XX.

Yours very truly,

_____ Post No. _____
The American Legion Auditing Committee

By _____
Chairman

Member

Member

Date Signed _____



THE AMERICAN LEGION

For God and Country

Legionnaires of Department of Florida:

In the attempt to amend the long-standing rule of law, whereas resale vendors are required to purchase alcoholic beverages from distributors, thus staying in the three-tier vendor process several VSO's initiated and found legislators to file bills to exempt us from this practice.

After filing the bills in the House and Senate to allow Title 36 organizations to purchase alcoholic beverages from any legal vendor in the State of Florida. Thus, bypassing the long-standard of using the three-tier system of purchasing it through distributors, conversations were had across various interested shareholders of this bill.

In a correspondence received that was directed to The American Legion Department of Florida by Chief Attorney Megan Kachur, she stated the following;

"I'm the Chief Attorney for the Division of Alcoholic Beverages and Tobacco and was forwarded your below inquiry. It's my understanding that you had a phone call with the Division yesterday, so as follow-up to your call and upon review of your below inquiry, the Division would like to clarify that 11C club licensees are permitted to purchase alcoholic beverages for the purpose of resale from either vendors or distributors pursuant to section 565.02(4), Florida Statutes.

I'm copying the Division's counsel for Compliance and Regulatory Affairs, Kate Marshman, here too and should you have any additional questions, please let us know."

Megan Kachur

Chief Attorney
Office of the General Counsel
Division of Alcoholic Beverages & Tobacco
Florida Department of Business and
Professional Regulation
Phone: 850.717.1050

Stuart Scott, Legislative Chair
Florida Department of The American Legion
2111 Gibbs Drive
Tallahassee, FL 32303



THE AMERICAN LEGION

For God and Country

For follow-up and clarification, we further asked if the 11AL license holders were given the same allowances;

"Thank you for your inquiry. License 11AL is subject to the requirements of section 561.20(11), F.S. However, that specific statutory section does not allow purchases by the 11AL vendor from another vendor, such purchases are still limited to purchases through pool buying groups pursuant to section 561.14(3), F.S.

So, the 11AL license type is not able to purchase from another vendor."

Sincerely,

Kate Marshman
Counsel for Compliance and Regulatory Affairs
Division of Alcoholic Beverages and Tobacco
kate.marshman@myfloridalicense.com
(850) 717-1314

So, in conclusion, if you hold an 11AL license, you must use the three-tier distributor purchasing. If you hold an 11C license, you can purchase from any legal vendor in the State of Florida. Examples are local grocery stores, liquor stores, large box stores, etc. We encourage you to print this out and keep it with your 11C license for use during inspections.

If you have any further questions, please contact your District Commander or me.

For God and Country,

Stuart Scott
Legislative Chair

Stuart Scott, Legislative Chair
Florida Department of The American Legion
2111 Gibbs Drive
Tallahassee, FL 32303

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