

THE AMERICAN LEGION, DEPARTMENT OF FLORIDA



LEADERSHIP RETREAT | 2025

Honor Service ⚓ Inspire Future

www.floridalegion.org



Opening Comments & Introductions

Jessica Moore

DEPARTMENT COMMANDER

THE AMERICAN LEGION, DEPARTMENT OF FLORIDA

Adjutant's Briefing

Bruce E. Comer

DEPARTMENT ADJUTANT

THE AMERICAN LEGION, DEPARTMENT OF FLORIDA

Department Staff

THE AMERICAN LEGION, DEPARTMENT OF FLORIDA

Department Staff | Introductions



Bruce Comer

Department Adjutant

8 ½ Years of Dedication

Oversight - Responsible for the overall efficient, effective, and financially sound management of all aspects of the organization.

Business Activities - Develops and maintains systems and procedures to accurately monitor all business activities. Includes the efficient utilization of all resources, compliance with National and State regulatory requirements

(i.e. Constitution/By-Laws)

Liaison - Responsible for relationships with the National Organization, Legislative branches of our Government (local, State and National)

Committees – General oversight of Department Executive Committee, Finance Committee, and Program Boards to strategically plan for, establish and implement short and long-range goals and objectives.



Jamie Hanselman

Department Assistant Adjutant

2 Months 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 – Provides guidance and assistance

Deadlines – Monitors Deadlines for meetings, DCC, EC/FC, amendments/resolutions

Event Oversight – Provide assistance, and address issues during Department Events

Collaborate – provide opinions and suggestions, and review various projects at Dept.

Department Staff | Introductions



Rachel Castleberry

Executive Assistant

17 ½ Years of Dedication

Record Keeping – Maintain records for archive

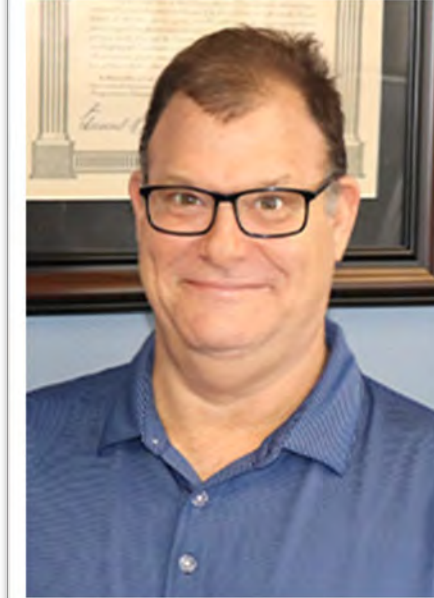
Post Constitution & Bylaws – Communicates and corresponds with the Department Judge Advocate and Posts regarding Constitution and By-Laws updates submitted to Department Headquarters for review and approval.

Minutes – Record for Executive and Finance Committee meetings

Executive Information – Preparation and distribution of agenda and materials for Department Executive Committee meetings

Travel – Make travel arrangements and compile documents for travel-related meetings with detailed itineraries for Commander and Adjutant

Administrative – Assist with other administrative needs of Dept.



Daniel Albert

Senior Staff Accountant

1 ½ Years of Dedication

Expenses – Process and verify expense reports for officers/chairmen

Reporting – Produce financial reports requested

Financials – Manage all financial transactions including accounts receivable, accounts payable, expense management, fixed assets, general ledger entries, and deposits

HR – Research and manage employee benefits, tracking employee time and processing payroll

Department Staff | Introductions



JoAnn Collins

Membership Director

13 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



Bekki Boarman

Programs Director

6 ½ 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 chairs

Department Staff | Introductions



Jennifer Cooper

Fundraising Director

11 Years of Dedication

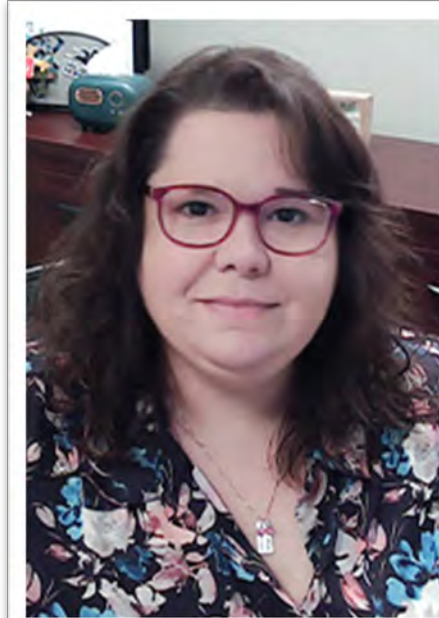
Database— Manage fundraising databases and PROJECT: VetRelief's database

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

9 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 — 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.

Department Staff | Introductions



Lois Stachelrodt

Receptionist / Emblem Sales

3 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



Zahra Nathoo

Event Coordinator

7 Months of Dedication

Event Coordinator — Develops all project plans for Department Convention and Fall Conference

National Convention - Coordinates Florida activities

DCC — Creates District Constitutional Conference Mailings

Administrative — Coordinates site visits for

Time and Place Committee

Roster — Maintains Department Roster

Hall Rentals — Responsible for Headquarters Hall Rental and relationships with vendors

Department Staff | Introductions



Shenicia Williams

Veteran Services Caseworker

6 Months 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

Questions?

THE AMERICAN LEGION, DEPARTMENT OF FLORIDA

Creative Services

Email, Website, Newsletter, and Social Media

Carrie Kolze

CREATIVE SERVICES MANAGER

THE AMERICAN LEGION, DEPARTMENT OF FLORIDA

Video: <https://youtu.be/G5BdrCmdPe8>

Sergeant-at-Arms

Troy Horsley

SERGEANT-AT-ARMS

THE AMERICAN LEGION, DEPARTMENT OF FLORIDA

Sgt-at-Arms | Resources

- ★ Officers Guide
- ★ Department of Florida Sgt-At-Arms & Protocol Manual
- ★ Flag Code of The United States Title 4 Chap 1
- ★ DOD Directive 1005.8
- ★ Flag Flying Order
- ★ Guidelines for displaying the United States Flag

Sgt-at-Arms | Officers' Guide

- ★ Arrange Meeting Hall
- ★ Assist Post Commander & Adjutant
- ★ Lead Color Guard Detail
- ★ Flag Etiquette
- ★ Post Color Guard Detail
- ★ Burial Detail
- ★ Other Pageantry
- ★ Chair Welcome Committee
- ★ Encourage Members To Attend Meetings
- ★ Advise Commander on Who Should Be Acknowledged

Sgt-at-Arms | Protocol Manual

- ★ Sgt-at-Arms Duties
- ★ The American Legion Cap
- ★ Hallowed Ground
- ★ Preamble of The American Legion
- ★ The Meaning & History of the Pledge of Allegiance
- ★ POW/MIA Remembrance Ceremony
- ★ History of the American Flag
- ★ Legion Uniforms; Cords & Braids
- ★ Origin of Flag Day
- ★ Proper Flag Disposal Ceremony
- ★ Proper Flag Display on Vehicles & Bikes
- ★ Military Funeral Flag Protocol
- ★ American Legion Protocol

Sgt-at-Arms | Flag Code

FLAG CODE TITLE 4 U.S.C. 5 CODE CHAP 1

- ★ Flag Stars Advertising/Mutilation of flag
- ★ Pledge of Allegiance
- ★ Display and use of flags by civilians
- ★ Time and occasions for display
- ★ Position and manner of display
- ★ Respect for the flag
- ★ Conduct during hoisting, lowering, and passing of flag
- ★ Modification of rules and customs by the President

Sgt-at-Arms | Flag Display Guidelines

- ★ Public Law 94-344, known as the Federal Flag Code, contains rules for handling and displaying the U.S. flag. While the federal code contains no penalties for misusing the flag, states have their own flag codes and may impose penalties. The language of the federal code makes clear that the flag is a living symbol.

Sgt-at-Arms | Flag Flying Order

FLAG FLYING ORDER

U.S. Flag	State Flag	POW/MIA	Army Flag	Marine Corps	Navy Flag	Air Force	Space Force	Coast Guard
01	02	03	04	05	06	07	08	09
The U.S. flag should always be placed at the top of the flagpole, in a position of honor, above an organization, state or city flag if they are displayed on the same pole.	The state flag should always fly below the U.S. flag and be at least one size smaller. Flown on separate poles, the state flag should be flown to the right of the U.S. flag.	The POW/MIA flag should always fly below the U.S. flag and be at least one size smaller if flown on the same flagpole. If the U.S. and state flags are on the same pole, it should fly below the state flag.	The Army flag was first unveiled on June 14, 1956. The Army flag should be the first in order of precedence for U.S. Armed Services flags.	The Marine Corps flag was first adopted on January 18, 1939. The Marine Corps flag should be the second in order of precedence for U.S. Armed Services flags.	The Navy flag was formally introduced to the public on April 30, 1959. The Navy flag should be the third flag in order of precedence for U.S. Armed Services flags.	The Air Force flag was officially adopted on March 26, 1951. The Air Force flag should be the fourth flag in order of precedence for U.S. Armed Services flags.	The Space Force flag was unveiled on May 15, 2020. The Space Force flag should be the fifth flag in order of precedence for U.S. Armed Services flags.*	The Coast Guard flag was officially adopted on January 28, 1964. The Coast Guard flag should be the sixth flag in order of precedence for U.S. Armed Services flags.
								

WITH THE FLAGS OF OTHER NATIONS: Each flag should be the same size and displayed at the same height. It is inappropriate to display one country's flag above another.

*The Space Force flag pictured above is the official military flag design and may only be sold to customers with a website ending in .gov or .mil according to the licensed manufacturer. A different Space Force flag design is available to be sold to consumers. See photo and item number below if you would like to order one today.

Sgt-at-Arms | Internet is never wrong

Public Law No: 116-67 (11/07/2019) National POW/MIA Flag Act

The bill changes the days on which the POW/MIA flag is required to be displayed at specified locations to all days on which the U.S. flag is displayed. (Current law requires the POW/MIA flag to be displayed only on Armed Forces Day, Memorial Day, Flag Day, Independence Day, National POW/MIA Recognition Day, and Veterans Day.)

The order in which the POW/MIA flag is displayed depends on the number of flagpoles and the flags being flown with it:

Single flagpole- The POW/MIA flag is flown directly below the US flag, and is no larger than the US flag

Two flagpoles- The POW/MIA flag is flown under the US flag, and the state flag is flown on the other pole

Three flagpoles- The US flag is flown on the right pole, the POW/MIA flag is flown on the middle pole, and the state flag is flown on the left pole

Sgt-at-Arms | Things to Remember

Traditional guidelines call for displaying the flag in public only from sunrise to sunset. However, the flag may be displayed at all times if it's illuminated during darkness. The flag should not be subject to weather damage, so it should not be displayed during rain, snow and windstorms unless it is an all-weather flag.

It should be displayed often, but especially on national and state holidays and special occasions. The flag should be displayed on or near the main building of public institutions, schools during school days, and polling places on election days. It should be hoisted briskly and lowered ceremoniously

Helpful Resource:

US Flag Manual from Military Salute Project MSP-08

<https://www.usmhc.org/Flag.php>

Sgt-at-Arms | POW/MIA

Resolution 288, adopted at the Legion's 67th National Convention, calls for a POW/MIA empty chair to be placed at all official meetings of The American Legion as a physical symbol of the many American POW/MIAs still unaccounted for from all wars and conflicts involving the United States of America. This is a reminder for all of us to spare no effort to secure the release of any American prisoners from captivity, the repatriation of the remains of those who died bravely in defense of liberty, and a full accounting of those missing. Let us rededicate ourselves to this vital endeavor."

Sgt-at-Arms | Calender of Events

The screenshot displays the website for the American Legion Department of Florida. The header features the organization's logo and name, along with social media icons and a navigation menu. Below the header is a search bar and three prominent buttons: JOIN, RENEW, and DONATE. The main content area shows a calendar interface for June 2025, with a dropdown menu for the current date set to 'Now - July 4'. A sidebar on the right offers various view options for the calendar. The first event listed is PTSD Awareness Day on June 27.

AMERICAN LEGION | Department of Florida

Find a Post | Calendar | Contact

HOME ABOUT DEPARTMENT PROGRAMS & SERVICES NEWS & EVENTS MEMBERSHIP RESOURCES

Search...

JOIN **RENEW** **DONATE**

< > Today Now - July 4

Event Category City Featured Events Day Time

June 2025

FRI 27 June 27 **PTSD Awareness Day**

List
 Month
 Day
 Week
 Map

THE AMERICAN LEGION, DEPARTMENT OF FLORIDA

Sgt-at-Arms | Agenda



Commander Troy McIsaac
Vice Commander Lena Heredia Perez
Vice Commander Mika Garcia
Adjutant Joe Macillo
Assistant Adjutant Spring Kirkwood



www.AFLofFL.org
Events:
www.legion.org/centralflorida
Bulletin:
www.legion.org/centralflorida

42nd District Meeting For Sunday, April 11th, Post 54 J498

- I. Call to Order, Commander
- II. Opening Ceremonies, Commander/Chaplain/Sgt-at-Arms/Adjutant (Roll Call) Minutes
- III. Introduction of Guests/ District Officers
 - a. Post Commander 54 Don Lyons
 - b. Department Membership-Joe Ramos
- IV. Finance Report Finance Officer Comrade Heredia Perez
- V. Membership Vice Commander Heredia Perez
- VI. Chairman Reports -
 - A) AL Riders Comrade Luka
 - B) Baseball Comrade Steve Adams
 - C) Americanism- Commander Whisman
 - D) Boy Scout- Comrade Glanier
 - E) Boys State- Comrade Flanagan
 - F) Blood Donor- Comrade Loharson
 - G) Children & Youth-Commander Johnson
 - H) Disease Preparedness- Comrade Best
 - I) FRP Academy- Commander Brown
 - J) Law & Order- Comrade Barry Linker
 - K) Oriental- Commander Perez
 - L) SAL Advice- SAL Commander Kase
 - M) School Medals- Comrade Kase
 - N) Shooting Sports- Varat
 - O) Social Media- Commander Harskiss
- VII. Commander's Report-Elections/CEL
- VIII. Post Reports (Should be written and submitted to the Adjutant to include Membership percentages and Legion Programs supported by Post, 2 minutes)

UNFINISHED BUSINESS Boys state orientation/update

- IX. Business for the Good of the Legion
- X. Closing Ceremony Commander/ Chaplain/ Sgt at Arms

UPCOMING EVENTS

Next District Meeting: DCC Saturday May 30th, Post 137 at 8am. Post involving posts 0850 54, C&Y month April, Teacher of the Year (15 April) Law Enforcement/Firefighters of the Year (25 April) ALR in state entry slide 4/26-27, Program awards deadline 12 May, CPR due 12 May Elections will be held at the DCC, next year installation schedule (after 5 July, bring prepared dates) requests. Also bring request for district meeting schedule.

Sgt-at-Arms | Check List

Make a Guest checklist for legion officers

For Department Officers go to

Department | Florida American Legion (floridalegion.org)

You will find officers/area/district commanders and chairs

For National Officers go to

<https://www.legion.org/about/leadership>

Sgt-at-Arms | Department page



[Homepage](#) > [Department](#)

Department

- [Commander's Corner](#)
- [Officers](#)
- [Area/District Commanders](#)
- [Program Chairs](#)
- [Staff](#)
- [Past Department Commanders](#)

THE AMERICAN LEGION, DEPARTMENT OF FLORIDA

Sgt-at-Arms | National page

HOME / ABOUT THE AMERICAN LEGION / LEADERSHIP

NATIONAL LEADERSHIP

The American Legion is led by dedicated volunteers and staff whose mission is to carry out the resolutions of the membership, serve veterans and their families, advocate on behalf of the U.S. Armed Forces, mentor youth and promote Americanism.



National Commander



National Officers



National Vice Commanders

Sgt-at-Arms | Guest list

Dept.		Dept Chairs	
Commander	Jerry Brandt	Membership	Robert Brewster
1st Vice	Eunice Butts	FHP Cadet Academy	Tom Gora
2nd Vice	Michael Raymond	Fl. Legion College	Troy Horsley
3rd Vice	Chris Hamrick	School Medals	Jim Winland
Sgt at Arms	Jeff Dyeden	ALR	Kathryn Hockenberry
Chaplain	Barry Roberts	Public Relations	Robert Brewster
Historian	Phillip Crouthamel	Youth law Cadet	
Northern Area	Troy Horsley		
NEC	Dennis Boland		
NECA	Art Schwabe		
J A			
District		Chairs	
Commander	Lena Heredia Perez	ALR	Joe Maltese
1st Vice	Mike Garcia	Americanism	Bob Brewster
2nd Vice	Joe Malchie	Baseball	Mark Wolford
Adjutant	Richard Rowe	Boy Scouts	Cory Glassner
Finance	Jeff Durden	Boys State	Michael Flannigan
Sgt at Arms	Walter Rasco	Blood Donor	
	Tim Pratt	Children & Youth	Joe Johnson
Chaplain	Brian Hancher	Disaster Prep	Shawn Beal
Judge Advocate	Troy Horsley	FHP Cadet Academy	Bob Brewster
Historian	Patricia Patrick	Law & Order	Barry Lisky
Service Officer	Edgardo Silva	Membership	Mike Garcia
		Oratorical	Meri West
Past Natl. Commander	Clarence Hill	SAL Advisor	Walter Rasco
		School Medals	Devron Reaves
Past Dept. Commander	Clarence Hill	Shooting Sports/ JROTC	
		Social Media	Roy Havecast
Past N. Area	Jeff Durden	Special Olympics	
	Clarence Hill	Special Events	
	Robert Brewster		
	Jerry Brandt		
	Joe Nolan		
	Chuck Levitt		
Past Dist. Commander	Troy Horsley		
	Fred Matthews		
	Lawson Dukes		
	Tom Gora		
	Jerry Brandt		
	Robert Brewster		
	Clarence Hill		
	Joe Nolan		
	Greg White		

Sgt-at-Arms | Guests

Order of Guest Introductions for Meetings

- ★ Are generally done in order of rank within the organization, from low to high:
- ★ Local dignitaries, non-American Legion guests S.A.L. Officers - Local, District, Department, National
- ★ Auxiliary Officers -Local District, Department, National
- ★ American Legion Officers -Local, District, Department, National American Legion
- ★ American Legion Chairs
- ★ A national executive committeeman (NEC) or alternate NEC (NECA) should be introduced immediately before the department commander.
- ★ If it is a function of both The American Legion and the American Legion Auxiliary, the Auxiliary officers, dignitaries, etc., are introduced first.

Sgt-at-Arms | Guest Protocol

Department Officers present should be given special recognition and the opportunity to extend greeting. The highest office that is present during the meeting should be given the proper respect by first: 3 Raps of the Gavel to get everyone to standing at attention and then stating the words:

"We are delighted to have our "Department Commander", Jessica Moore, with us today, and we would be happy to hear from her."

The Master of Ceremonies or the Commander introducing should start the Dignitary Clap so others will join in; (the Sergeant-at-Arms escorts them to the podium).

Sgt-at-Arms | Intro chairpersons

- | | |
|--------------------------|--------------------|
| A) AL Riders | I) FHP Academy |
| B) Americanism | J) Law & Order |
| C) Baseball | K) Oratorical |
| D) Boy Scout | L) POW/MIA |
| E) Boys State | M) SAL |
| F) Blood Donor | N) School Medals |
| G) Children & Youth | O) Shooting Sports |
| H) Disaster Preparedness | P) Social Media |

Sgt-at-Arms | Members

There is another duty--one that has a tremendous impact on the post's image, its membership, and its relationship with the members. Every Legionnaire wants to be part of the group. This is particularly important for that new Legionnaire attending their first few meetings. The Sergeant-at-Arms must make certain new members are welcomed, introduced, and made to feel they are important to the post. A welcome committee should be standard for every post. The Sergeant -at-Arms is the logical person to chair such a committee. The members of this committee must welcome new members and guests, make sure they are introduced, and keep the Commander advised as to who should be acknowledged in the proper Protocol order. This committee can also be used to encourage present members to attend meetings.

Questions?

THE AMERICAN LEGION, DEPARTMENT OF FLORIDA

Questions?

THE AMERICAN LEGION, DEPARTMENT OF FLORIDA

Boys State Briefing

Darcy Bockman-Wright

THE AMERICAN LEGION, DEPARTMENT OF FLORIDA



Florida Boys State

Instructor: Darcy Bockman-Wright

DEPARTMENT OF FLORIDA

2025 LEADERSHIP RETREAT

Agenda

- Introduction
- Appointing a Post/District chair
- Choosing delegates
- Important dates
- Expectations
- Final tips & takeaways

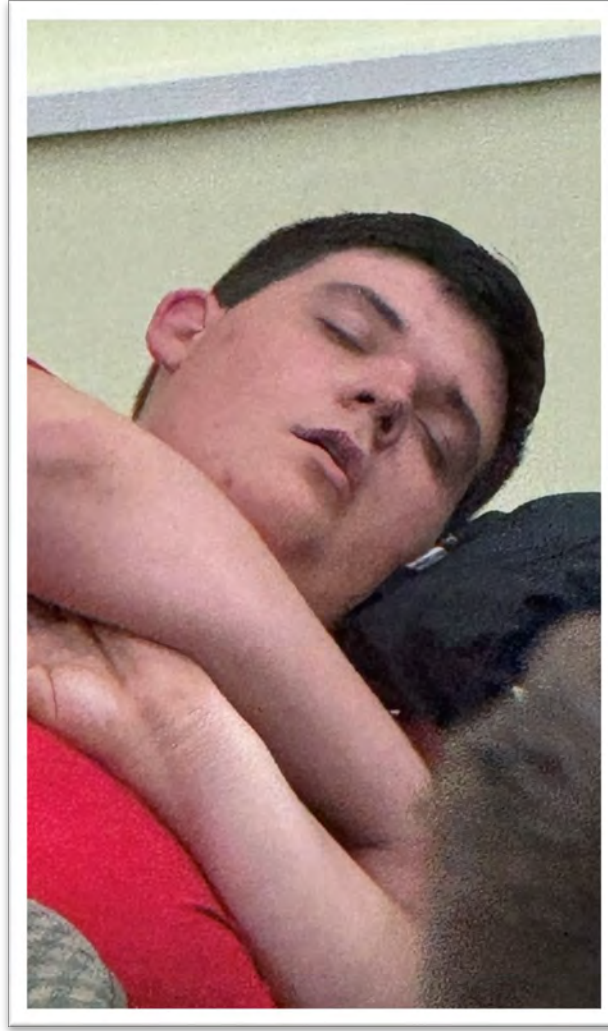
Introduction



Post/District Chairs



The Ideal Delegates



Important Dates



- **September** – Program packets will be sent to chairs
- **September-Beginning of December** - Prepare budget for the program, get applications out to potential delegates and Payments to Dept
- **Mid-December-January** - Post begin making Delegate and Alternate selections.
- **January** - Online registration begins. Payments for Delegates conclude at the end of January.
- **Mid-March** - Registration ENDS
- **March/April** - District orientations
- **May 9th** – Boys State Alumni Dinner at Department HQ
- **June 21st -27th** – 82nd Session of Boys State

Expectations

ARE KEY TO THEIR SUCCESS



Tips and Take-a-ways

- Make sure its in the budget
- Do fundraisers
- Work with other Post
- If able have a committee
- Be mindful of deadlines
- Pick and engage the right delegates
- Ask for help



Questions?

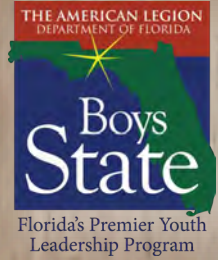


Thank You

Sonny Decker
502-640-8586

Darcy Bockman-Wright
308-520-5959

Email: boysstate@legionmail.org



Oratorical Briefing

Doug Hockenberry

ORATORICAL CHAIR

THE AMERICAN LEGION, DEPARTMENT OF FLORIDA

Oratorical | The Program



The American Legion Oratorical Contest exists to develop deeper knowledge and appreciation for the U.S. Constitution among high school students. Since 1938, the program has presented participants with an academic speaking challenge that teaches important leadership qualities, the history of our nation's laws, the ability to think and speak clearly, and an understanding of the duties, responsibilities, rights and privileges of American citizenship.

Oratorical | The Program

The American Legion National Oratorical Contest is a multi-level competition.



Oratorical | Eligibility

- ★ Must be a citizen or lawful permanent resident of the United States and a resident of the State of Florida
- ★ All contestants must be bona fide students herein described as any student under the age of 20 years on the date of the national contest who is presently enrolled in a high school or junior high school (public, parochial, military, private or home school).
- ★ The school's curriculum must be considered high school level, commencing with grade 9 and terminating with grade 12.
- ★ Students must be enrolled in high school or junior high school during participation at any level of the American Legion National High School Oratorical Contest.
- ★ High school students who graduate early during the school year are eligible to compete if they are not enrolled in a college, university, trade school, or other institution of higher level at the time of the department finals contest.
- ★ The three finalists of the National contest are ineligible for further participation at any level.

Oratorical | Awards

Department of Florida Winners Receive:

- ★ **1st Place - \$2,500** Scholarship and entry to the National Contest
- ★ **2nd Place- \$1,500** Scholarship (Runner-up)
- ★ **3rd Place - \$1,000** Scholarship
- ★ **4th – 6th - \$500** Scholarship Each

National Winners Receive:

- ★ **1st Place - \$25,000** Scholarship
- ★ **2nd Place - \$22,500** Scholarship
- ★ **3rd Place - \$20,000** Scholarship



Oratorical | Awards

Department of Florida Recommended Post, District, and Area Awards

	<u>1st Place</u>	<u>2nd Place</u>	<u>3rd Place</u>
<u>Post Level</u>	\$75.00	\$50.00	\$25.00
<u>District Level</u>	\$100.00	\$75.00	\$50.00
<u>Area Level</u>	\$125.00	\$100.00	\$75.00



- We strongly recommend cash scholarship prizes be presented to contestants at the various contests
- These students put in a lot of time and effort into preparing speeches and participating in this contest

Oratorical | Key Dates

- ★ Post Contest Completed January 18, 2026
- ★ District Contest Completed..... February 8, 2026
- ★ Area Contest Completed..... February 22, 2026
- ★ Department Oratorical Contest March 14, 2026

Oratorical | Hot Button Items

DEPARTMENT OF FLORIDA
HIGH SCHOOL ORATORICAL CONTEST
CERTIFICATION FORM

ALL OTHER FORMS ARE OBSOLETE AND WILL NOT BE ACCEPTED

**THIS SECTION TO BE COMPLETED BY HIGH SCHOOL PRINCIPAL
OTHER SECTIONS TO BE COMPLETED BY THEIR RESPECTIVE
AMERICAN LEGION ORATORICAL CHAIRS**

This is to certify that (contestant full name) _____ is a student
at _____ (name of school) located in (name of
city) _____ and is not undergoing post-graduate
work, is not deficient in any school work for the current year, and was enrolled in this school
as of December 31, 2024.

Contestant's Full Printed Name	
Contestant's Physical Street Address	
Contestant's City and Zip Code	
Contestant's Phone Number	
Contestant's Email	
Parent or Guardian Printed Full Name	
Parent or Guardian Phone Number	
Parent or Guardian Email	
Principal Full Name Printed	
Principal Signature & Date	

THIS SECTION TO BE COMPLETED BY
POST CHAIR
AND MAILED TO DISTRICT CHAIR

I, _____, Oratorical Chair of Post # _____ of The American
Legion Department of Florida, do hereby certify that _____
was declared by the Judges to be the winner of this 2024-2025 Post Contest, and is eligible
to represent this Post in the District Contest.

ATTEST:

SIGNED:

Post Commander

Post Chair

THIS SECTION TO BE COMPLETED BY
DISTRICT CHAIR
AND MAILED TO AREA CHAIR

I, _____, Oratorical Chair of District # _____ of The
American Legion Department of Florida, do hereby certify that _____
was declared by the Judges to be the winner of this 2024-2025 District Contest, and is
eligible to represent this District in the Area Contest.

ATTEST:

SIGNED:

District Commander

District Chair

THIS SECTION TO BE COMPLETED BY
AREA CHAIR
AND MAILED TO DEPARTMENT PROGRAMS DIRECTOR

I, _____, Oratorical Chair of _____ Area of The American
Legion Department of Florida, do hereby certify that _____
was declared by the Judges to be the winner of this 2024-2025 Area Contest, and is eligible
to represent this Area in the Department Contest.

ATTEST:

SIGNED:

Area Commander

Area Chair

Oratorical |

Oratorical Program Points of Contact

Doug Hockenberry
Department of Florida
Oratorical Chair
oratorical@legionmail.org
727-514-3742

Bekki Boarman
Department of Florida
Programs Director
bboarman@floridalegion.org
407-295-2631 Ext 235 (OPT 6)

Questions?

THE AMERICAN LEGION, DEPARTMENT OF FLORIDA

National / Department Officers Visitation Protocol

Jim Ramos

NEC

Michael Raymond

ANEC

THE AMERICAN LEGION, DEPARTMENT OF FLORIDA

National Protocol | Officers

- ★ National Commander, 5 National Vice CMDR's and
- ★ National Adjutant *
- ★ National Executive Committee and ANEC, +PNC, Annual National Convention
- ★ National Judge Advocate, Treasurer, Chaplain, Historian & Sgt-At-Arms *

National Protocol | Commission & Committees

- ★ Americanism
- ★ Convention
- ★ Finance
- ★ Internal Affairs
- ★ Legislative
- ★ Marketing
- ★ Media & Communication
- ★ National Security
- ★ Veterans Affairs & Rehabilitation
- ★ Veterans Employment & Education

National Protocol | Preplanning

Preplanning for National Commander's Visitations

- ★ General Finalize list of visitors (from R.S.V.P.'s) with arrival times, rooming requirements, and transportation requirements, if any.
- ★ Agenda - Develop a detailed activities plan to include arrivals of visitors, luncheon, tour, press conference, dinner, other related activities, breakfast the next day, departures, etc.
- ★ Coordinate plans with the Communications Chair and other event committee chairs
- ★ Coordinate agenda with Department Commander/Adjutant and other Department-level organizations (Auxiliary, S.A.L.) as applicable.
- ★ Establish a Welcoming Committee

National Protocol | Visitations

Protocol Guidelines for National Commander's Travel & Visitations

- ★ Utilization of Time
- ★ Daily Time Frame
- ★ Schedule of Events
- ★ Transportation
- ★ Hotel Rooms

National Protocol | Time

★ Utilization of Time

- ★ National issues take priority on travel & visitations
- ★ Schedule must be flexible

★ Daily Time Frame

- ★ Start no earlier than 7am
- ★ Allow 1.5 to 2 hours each afternoon for National Commander to prepare for evening events & take care of National Business.
- ★ Retire No Later than 10pm

National Protocol | Events

★ Schedule of Events

- ★ A lot a reasonable amount of time at each location
- ★ Allow reasonable travel time between events
- ★ DO NOT Alter the finalized itinerary.
- ★ Upon arrival allow National Commander 1 to 2 hours to prepare for 1st event
- ★ Partial Days should be reflected in the schedule. Informal gathering such as breakfast, lunch or dinner should be utilized prior to departure or immediately after arrival.
- ★ It is recommended that meetings with the Governor, Veterans Affairs Secretary, Adjutant General, Senators, Congressmen and other notable dignitaries be scheduled for current events driven issues.

National Protocol | Transportation

- ★ American Legion Staff or volunteers should provide transportation for National Commander
- ★ Provided to and from point of arrival and departure
- ★ Sufficient number and size of vehicles should be provided to transport National Commander & his aide, four pieces of large size luggage, briefcases and computer and case.

National Protocol | Lodging

★ Hotel Reservations

- ★ Request rooms near but not directly next to an elevator
- ★ Request rooms near the entrance
- ★ Ensure room preference, i.e. nonsmoking versus smoking or handicap versus non-handicap
- ★ If no elevator is on the property, request a room on the 1st Floor
- ★ The National Commander & Aide's rooms should be adjoining
- ★ Handle the luggage of the National Commander's Party
- ★ It is recommended that accommodations for two consecutive night

Questions?

THE AMERICAN LEGION, DEPARTMENT OF FLORIDA

Meet & Greet

THE AMERICAN LEGION, DEPARTMENT OF FLORIDA

THE AMERICAN LEGION, DEPARTMENT OF FLORIDA



LEADERSHIP RETREAT | 2025

Honor Service ⚓ Inspire Future

www.floridalegion.org



Opening Comments

Jessica Moore

DEPARTMENT COMMANDER

THE AMERICAN LEGION, DEPARTMENT OF FLORIDA

Judge Advocate Briefing

David Pleasanton

JUDGE ADVOCATE

THE AMERICAN LEGION, DEPARTMENT OF FLORIDA

Questions?

THE AMERICAN LEGION, DEPARTMENT OF FLORIDA

Break

THE AMERICAN LEGION, DEPARTMENT OF FLORIDA

Finance

Briefing, Reporting, Narratives

Stuart Scott

FINANCE COMMITTEE MEMBER

THE AMERICAN LEGION, DEPARTMENT OF FLORIDA

Finance | Briefing

The Finance Committee has a fiduciary responsibility to you and our members.

Our charge is to ensure that all Department Officers, Area Commanders, District Commanders, and Department Commission/Committee Chairs are reimbursed for their expenses for travel in connection with their Legion duties.

Finance | Briefing

Expense reports are drafted per IRS guidelines for volunteers to ensure compliance. Each of you has been given copies of the Expense Report with an explanation of reimbursable expenses on the reverse side.

An IRS compliant, accountable plan must require the volunteer to account for expenses within a reasonable period of time, no more than 60 days after the expense was incurred. Therefore, expense reports are required on the 10th of the month for the prior month's expenses. Expense reports more than 60 days old cannot be accepted.

Finance | Briefing

Two members of the Finance Committee will meet on or near the 11th of each month to review and approve all expense reports prior to being processed by the Finance Director.

Expense Reports ***must have receipts*** attached and supply a complete mailing address (including zip code), if your address changes. Quick Books does not interface with the Legion membership database.

If you hold more than one position with the Department, please use a separate Expense Report for each position held to ensure proper allocations.

Finance | Monthly Expense Report

Monthly Mileage Log and Reimbursement Form

Volunteer Name

Address

Position

Month

Mileage for Visitations

[illegible]

Mileage Rate	\$ 0.30
Fuel Surcharge	\$ 0.05

Total Miles Reported	0
Times Miles Driven	\$ 0.00
Times Miles Driven	\$ 0.00

Total Mileage Reimbursement	\$ 0.00
------------------------------------	----------------

Expenses for Visitations

Date	Reason for Expenditure	Type of Exp; Hotel, Food, Misc	Amount
Total Expenses			\$ 0.00

I certify that I have not received funds from any other source for any of the items listed above for which I am requesting reimbursement. I further certify the above is true and correct to the best of my knowledge.

Signature: _____ Date: _____

Expense Reports must be mailed by the 10th of the month for the prior month expenses.

Department will not pay past due expense reports.

Send to Bobbi Halle at Department Headquarters, P.O. Box 547859, Orlando, FL 32854 or by email to Bhalle@floridalegion.org

THE AMERICAN LEGION, DEPARTMENT OF FLORIDA

Finance | Monthly Expense Report

REIMBURSABLE EXPENSES:

- ★ Mileage – itemized by each trip (.30 cents per mile, plus a fuel surcharge of .05 cents per mile)
- ★ Tolls – itemized by each trip
- ★ Hotel Stays – must travel a minimum of 100 miles from home
- ★ Meals – for volunteer officer only **
- ★ Postage – for substantiated Legion business
- ★ Printer Ink – one cartridge every six months
- ★ Tickets to events – for volunteer officer only** as prescribed by the Department Constitution and By-Laws
- ★ Advertisements, sponsorships and donations are not reimbursable**

*** in accordance with IRS Publication 526 “Out-of-Pocket Expenses in Giving Services”.*

Finance | Monthly Expense Report

CONVENTION and CONFERENCE (per budget narratives):

Note: If any officer/chair is required by Department to attend Department Convention and/or Fall Conference, that officer/chair will be reimbursed for the hotel room as stipulated below. These funds will come from the event budget and will not be charged against the officer's/chairperson's budget.

Reminder: There will be no reimbursement for travel to and from nor for meals and incidentals in connection to Convention or Conference.

DEPARTMENT CONVENTION

..."Covers the cost of reimbursement(s) to any Chair or Officer required to attend this event, at a rate of the actual cost of the hotel room (receipt required), not to exceed the standard group room rate of the designated hotel and only for the night(s) specifically required by Department. May not exceed four (4) nights"

FALL CONFERENCE

..."Covers the cost of reimbursement(s) to any Chair or Officer required to attend this event, at a rate of the actual cost of the hotel room (receipt required), not to exceed the standard room rate of the designated hotel and only for the night(s) specifically required by Department. May not exceed three (3) nights"

Finance | Visitation Report

DISTRICT COMMANDER POST VISITATION REPORT

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

Name: _____ Date: _____ Post: _____ District: _____
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 Squadron members: _____
of Auxiliary Members: _____ # of 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: _____
Has certified 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: _____
Has Liability Insurance: *Yes/No* Is National Headquarters listed as additionally insured: *Yes/No*
Is Department Headquarters listed as additional insured: *Yes/No*
Post Incorporated Status Active: *Yes/No* (verify on www.sunbiz.org) Date of last annual filing: _____
IRS Form 990 Filed Annually: *Yes/No* Year last 990's filed: _____
Dept approval date of Constitution & By-Laws: _____ Posted on Bulletin Board: *Yes/No*

Please attach a copy of the following documents upon submission of your report:

Constitution & By Laws Sales Tax Certification Florida Incorporation Annual Report Filing
Liability Insurance Declaration Page Previous Year's 990's filed with IRS

PROGRAMS

Post has a Chair and participates in the following programs: (*Yes or No*)
Americanism: _____ Boys State: _____ Boy Scouts: _____ Legion Baseball: _____
Oratorical: _____ School Medals: _____ Shooting Sports: _____ Children & Youth: _____
Special Olympics: _____ ROTC: _____ Law & Order: _____ Blood Donor: _____
Membership: _____ Disaster Preparedness: _____ VA & R: _____
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 4th: _____
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: _____

If you have any questions or concerns, please attach them to this form.

Verify: Post Commander _____ Date _____
District Commander _____ Date _____

Questions?

THE AMERICAN LEGION, DEPARTMENT OF FLORIDA

Legislative & Gaming

Stuart Scott

LEGISLATIVE CHAIR

THE AMERICAN LEGION, DEPARTMENT OF FLORIDA

Legislative & Gaming | Legislative Advice

- ★ This is for those who are not professional lobbyists
- ★ We will focus on the three basic elements of effective lobbying:
 1. Preparation
 2. Presentation
 3. Perseverance

Legislative & Gaming | Legislative

Who?

- ★ Know WHO you are attempting to communicate with
- ★ Are they on the committee?
- ★ Are they active in your area of interest?
- ★ What is their background?
- ★ Don't simply "use" them

Legislative & Gaming | Legislative

What?

- ★ The process has a design
- ★ Don't ask for too much
- ★ Be fair in your request
- ★ Understand the realities of the process

Legislative & Gaming | Legislative

Assumptions

- ★ They may or may not know anything about us
- ★ Inform them about yourself and our organization
- ★ Be prepared to explain in detail
- ★ Use layman terms to make it easy

Legislative & Gaming | Legislative

When?

- ★ Time is a commodity
- ★ Legislative Assistants are valuable
- ★ Visit your legislator at his home district office

Legislative & Gaming | Legislative

How?

- ★ Leave behind written materials
- ★ Be concise and factual
- ★ Short and sweet
- ★ Avoid unnecessary disclosure of information

Legislative & Gaming | Legislative


Do's and Don'ts


- ★ Never make political retribution threats
- ★ Don't sour your victory
- ★ Make sure you follow up!
- ★ Be sure to show you're thankful for their help


Legislative & Gaming | Legislative

How to Locate Yours

Bill 2024 Bill # Bill Text Search Statute 2023 Search Term Chapter Search Site Site Search Search

 **FLORIDA HOUSE OF REPRESENTATIVES** Home Bills Representatives Committees Leadership House Schedule Publications Tracking



 **THE FLORIDA SENATE** Home Senators Committees Session Laws Media About Offices Reference Tracker

Go to Bill: Bill # 2024 Go Find Statute: 2023 Search Term Chapter Find Search Site Search

Tuesday, June 11, 2024


Calendar Filed Today Bill Actions

No events scheduled for this day.

Top of Section Top of Page

Recent Posts

Spotlights 1 2 3 4 5 6 7



Kathleen Passidomo

THE AMERICAN LEGION, DEPARTMENT OF FLORIDA

Legislative & Gaming | Legislative Veteran Legislators!?!

★ Do we have Florida Veteran Legislators? Why yes, we do!!!



Legislative & Gaming | Legislative

Veteran Legislators!?!

FLORIDA VETERANS
— FOUNDATION —

HOMEABOUT USGET INVOLVEDRESOURCESCONTACT USNEWSin f t i

Senator Jarrod "Jay" Collins

Army Special Forces Combat Veteran
Special Forces

Jarrod "Jay" Collins is a highly-decorated Army Special Forces combat veteran and Purple Heart recipient with over two decades of service following in the footsteps of his WWII veteran adoptive father. Adopted and raised by his grandparents, Rep. Collins spent his early years on his family's farm in Montana where he later started college before enlisting in the Army. Senator Collins attended American Military University earning a B.S. in Health Sciences, and later a graduate degree from Norwich University in 2012.

While attending Airborne School, our nation was attacked on 9/11. This harsh reality, coupled with hearing stories about Special Forces soldiers who were on the forward edge of the War on Terror, Rep. Collins was inspired to attend Special Forces Assessment and Selection (SFAS). He



FLORIDA VETERANS
— FOUNDATION —

HOMEABOUT USGET INVOLVEDRESOURCESCONTACT USNEWSin f t i

Representative Paul Renner

United States Navy Retired
Commander

Representative Paul Renner (R-Palm Coast) serves as State Representative to District 24 in the Florida House of Representatives and is slated to become House Speaker in 2022. He is currently Chair of the Rules Committee. Rep. Renner is a military veteran, former prosecutor, and local business attorney. He began his legal career as an Assistant State Attorney, during which he prosecuted serious felony offenses. Rep. Renner also served as a naval officer, both on active duty and in the reserves. He joined the U.S. Navy and earned his commission as a Surface Warfare Officer. While on active duty, he served during combat operations onboard the USS McNerney (FFG-8) in support of the ground offensive to liberate Kuwait in Operation Desert Storm. He also served as Small Boat Officer for the destruction of floating Iraqi contact mines. As a Commander in the Navy Reserves, Paul received orders to serve as



Legislative & Gaming | Legislative

STATE vs U.S. Legislators

- ★ Don't confuse the US Senate and US House of Representatives with the Florida Senate and the Florida House of Representatives
- ★ Definitely don't confuse the bills filed

Legislative & Gaming | Legislative

Allowable's

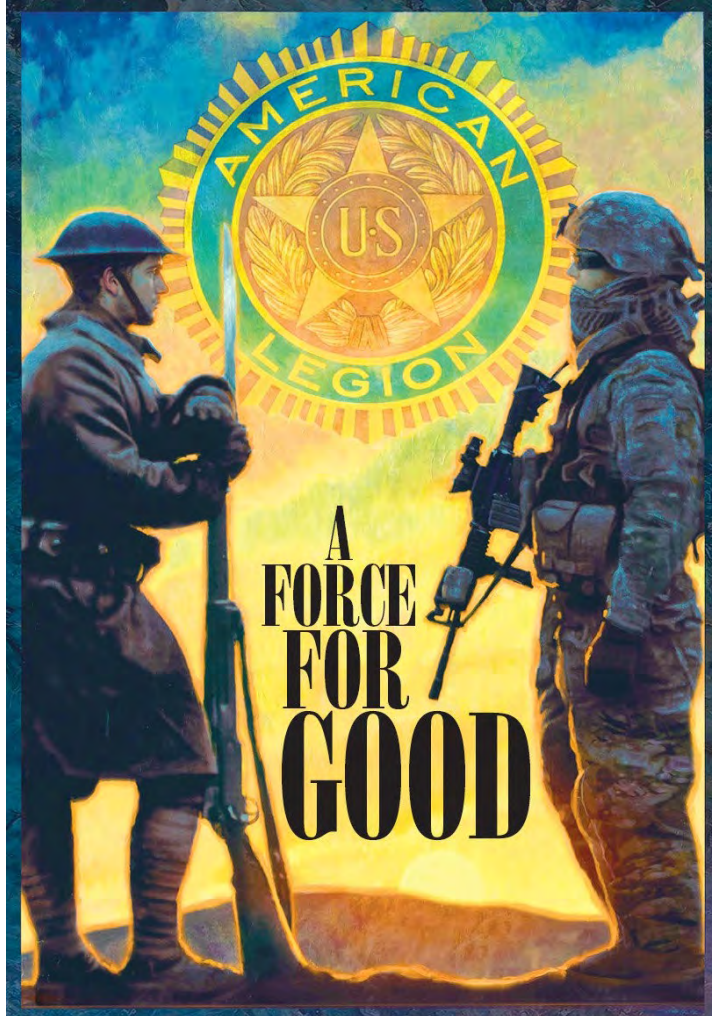
- ★ As a 501 (c) organization we have limitations
- ★ We must provide an equal opportunity to ALL
- ★ Do not indicate a preference for or against
- ★ NO fundraising for any candidate

Legislative & Gaming | Legislative Exercise



RUN

Legislative & Gaming | Legislative



THE AMERICAN LEGION, DEPARTMENT OF FLORIDA

Legislative & Gaming | Legislative



THE AMERICAN LEGION, DEPARTMENT OF FLORIDA

Legislative & Gaming | Gaming

Overview

Questions?

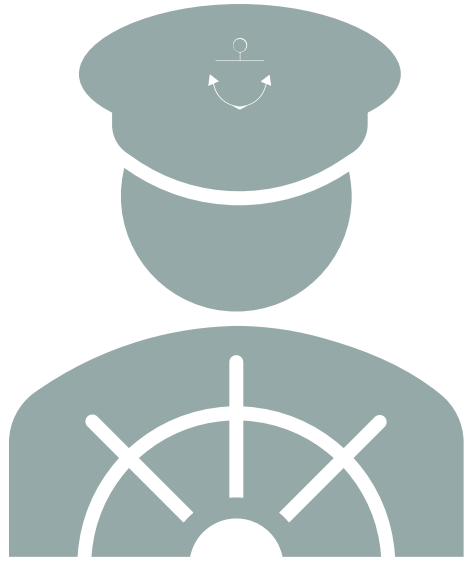
THE AMERICAN LEGION, DEPARTMENT OF FLORIDA

Area Commanders Training

Bruce Carl

DEPARTMENT 2ND VICE COMMANDER

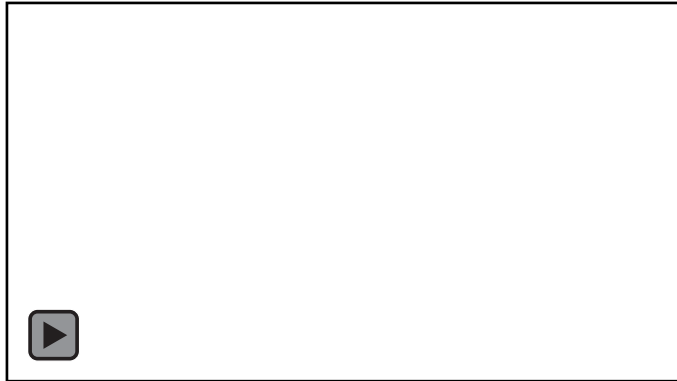
THE AMERICAN LEGION, DEPARTMENT OF FLORIDA



WHAT IS THE
PURPOSE OF THE
AREA
COMMANDER?

THE AREA COMMANDER
IS THE LINK BETWEEN
THE DISTRICTS, THE
POSTS, AND THE
DEPARTMENT OF
FLORIDA





TO UNITE ALL DISTRICTS WITHIN THE AREA INTO
ONE TEAM WORKING TOGETHER

TO ASSIST ALL DISTRICTS AND POSTS WITH ANY
PROBLEMS THEY ARE UNABLE TO RESOLVE

TO PROVIDE GUIDANCE AND SUPERVISION WHEN
REQUESTED



TO ACT AS OVERSEER AND
CHEERLEADER, URGING THE
DISTRICTS TO BE THE BEST
THEY CAN BE

TO ASSIST THE DISTRICTS WITH
AMERICAN LEGION PROGRAMS

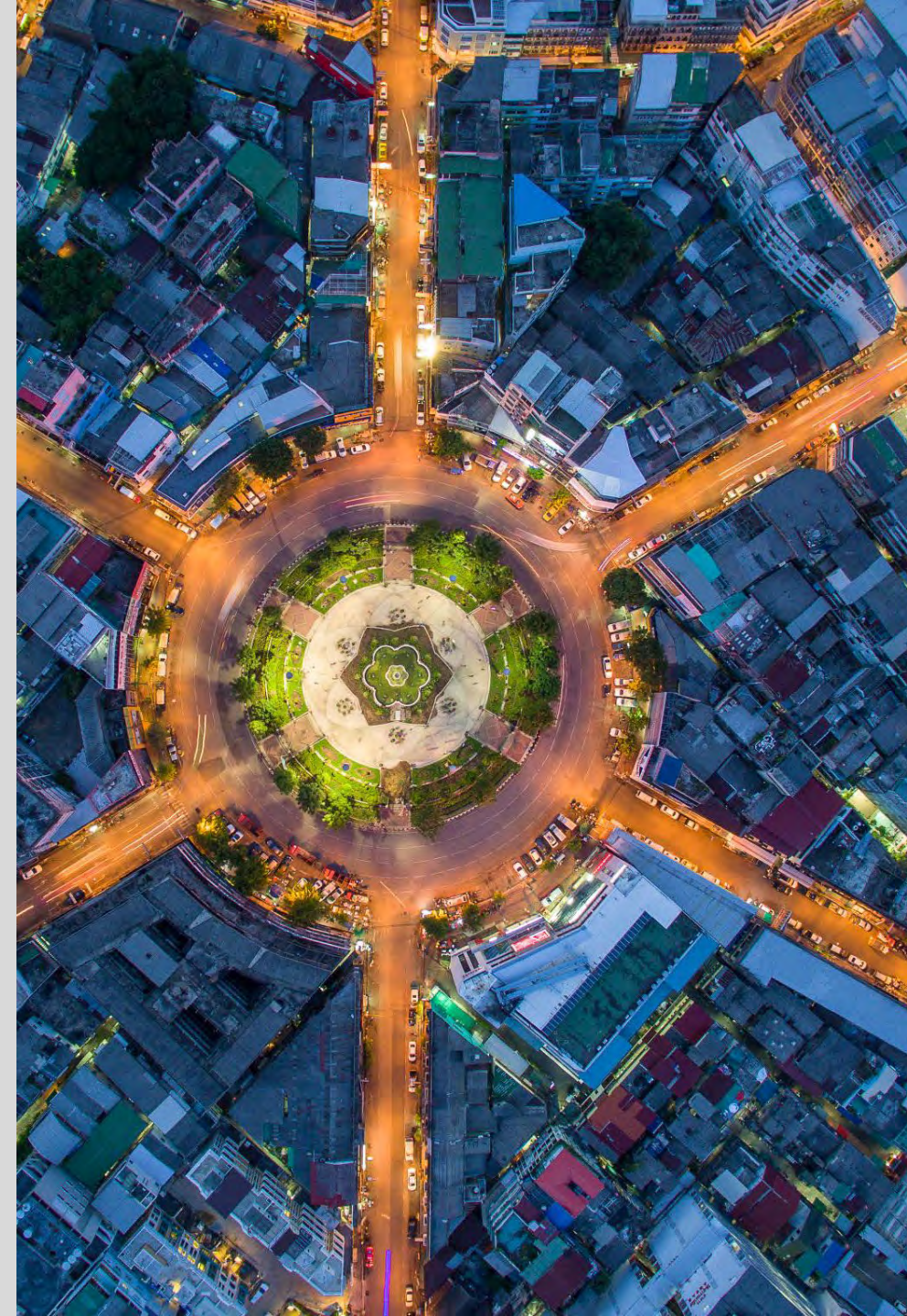


PROVIDE TRAINING FOR ALL
DISTRICTS AND POSTS
PROVIDE ACTIVITIES FOR
DISTRICTS AND POSTS TO
GATHER TOGETHER FOR
COMRADESHIP

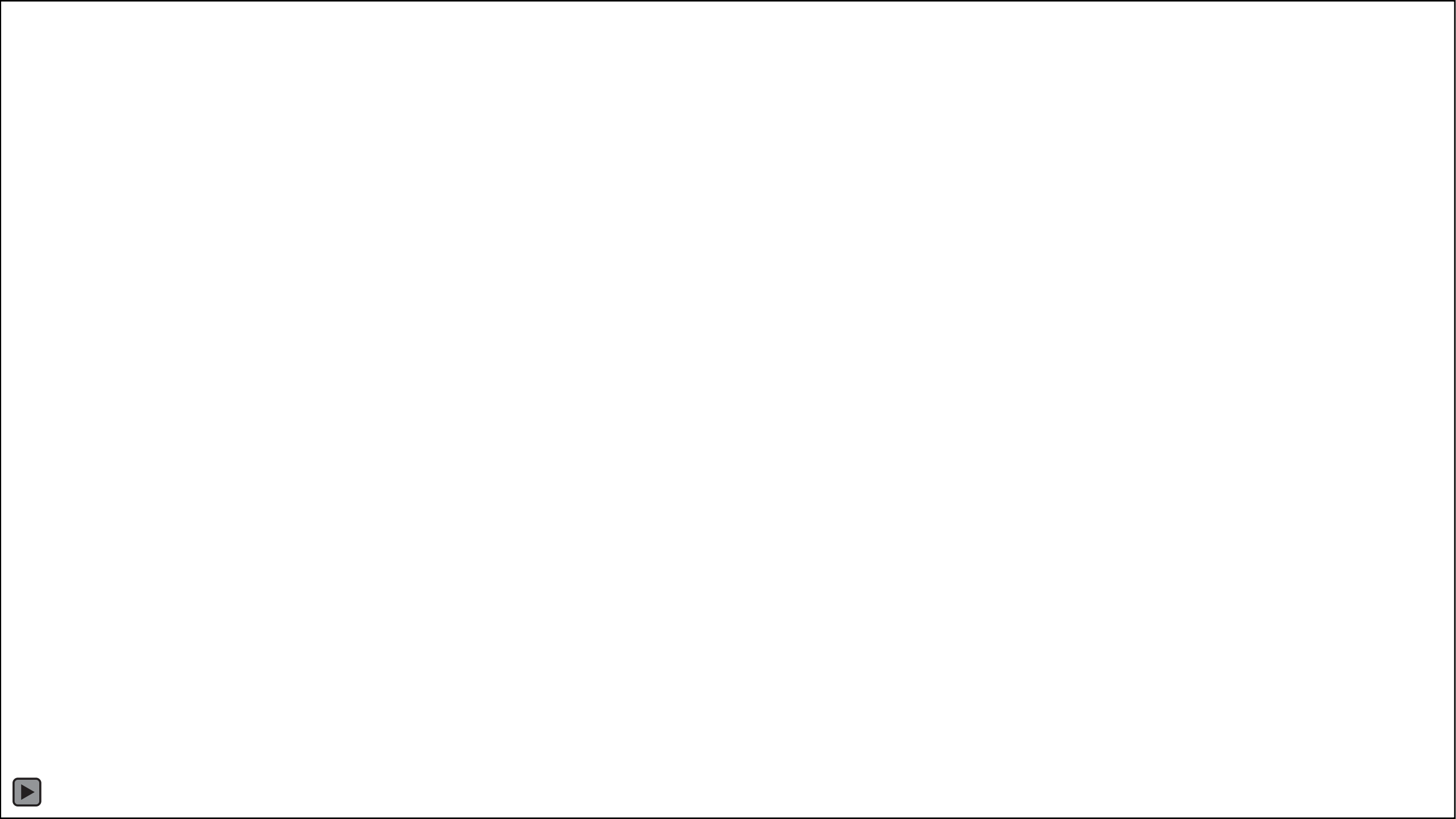


THE AREA IS THERE TO
SERVE THE INDIVIDUAL
POSTS AND DISTRICTS

YOU ARE NOT THERE TO
RUN THE POSTS AND
DISTRICTS.

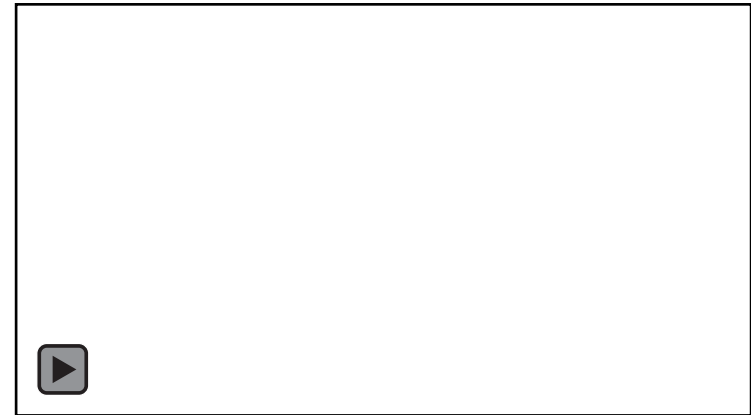


The Area will not get involved in the internal affairs of Posts or Districts unless specifically requested by the Post, District, or the Department of Florida





DUTIES OF THE AREA COMMANDER



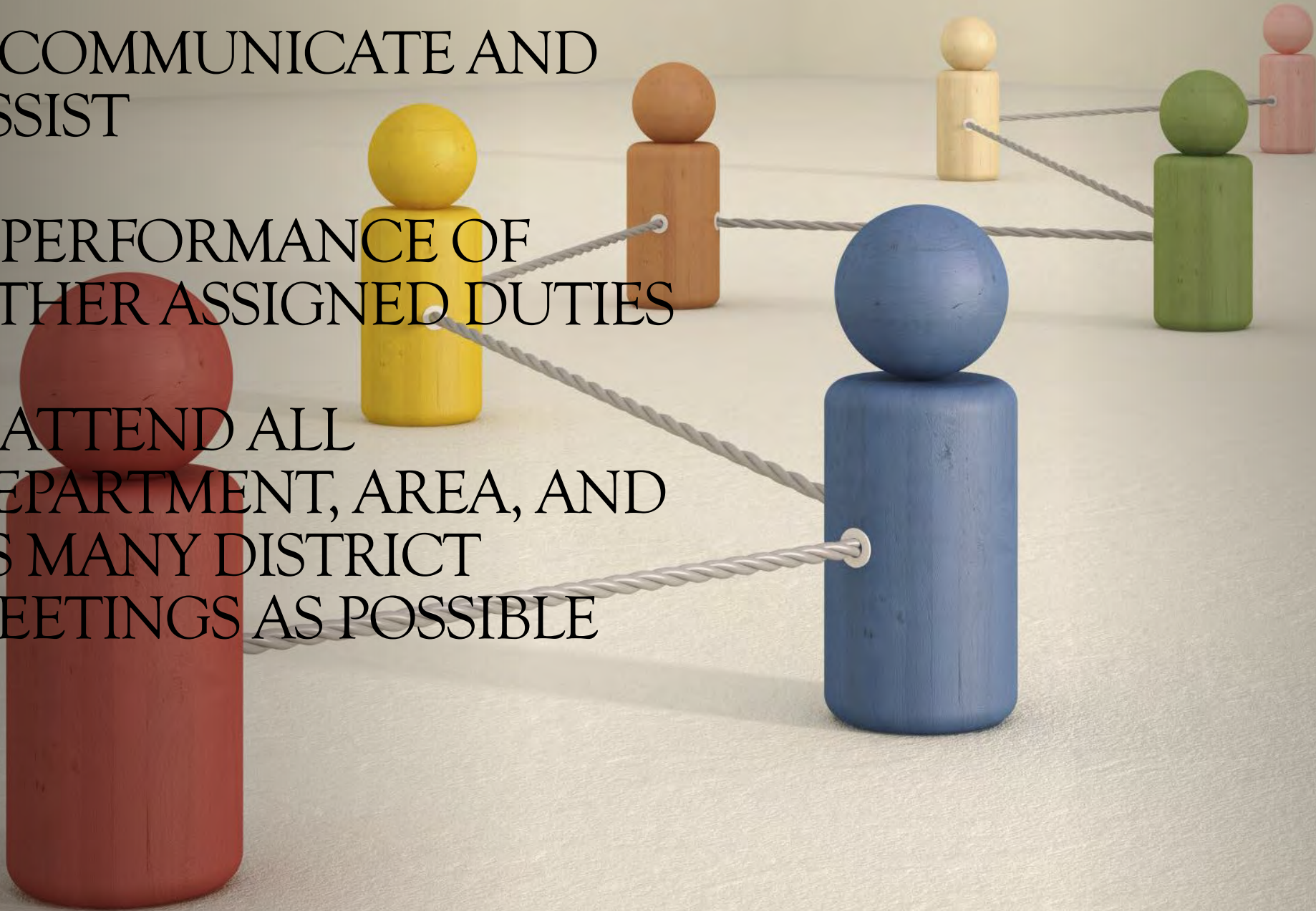
THE AREA
COMMANDERS SHALL
BE THE PERSONAL
REPRESENTATIVES OF
THE DEPARTMENT
COMMANDER IN THEIR
RESPECTIVE AREAS



1. COMMUNICATE AND ASSIST


2. PERFORMANCE OF OTHER ASSIGNED DUTIES

3. ATTEND ALL DEPARTMENT, AREA, AND AS MANY DISTRICT MEETINGS AS POSSIBLE

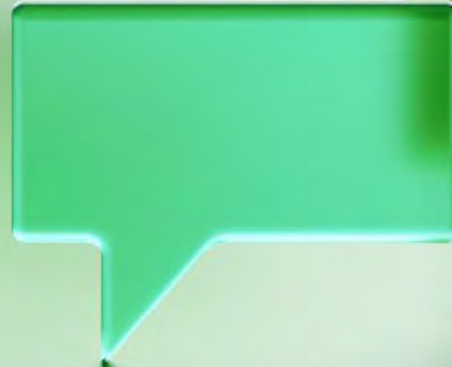


The office of Area Commander is very important and prestigious.

Therefore, each Commander should do their best to carry out the following duties:

- 
1. SUPPORT AND MAINTAIN THE POLICIES OF THE DEPARTMENT OF FLORIDA PER THE CBL
 2. SUPPORT THE DEPARTMENT COMMANDER AND THE PROGRAMS FOR THE YEAR
 3. ALWAYS DRESS PROPERLY
 4. BE AWARE OF THE VARIOUS DEPARTMENT PROGRAMS AND SUPPORT THEM THROUGH YOUR APPOINTED CHAIRS
 5. FOLLOW PROTOCOL
 6. KEEP ACCURATE RECORDS
 7. SPEAKING TO MEDIA
 8. ATTEND ALL DEPARTMENT MEETINGS
 9. MEMBERSHIP
 10. REVIEW CBL TO MAKE SURE YOU ARE GIVING OUT CORRECT INFORMATION
 11. FILL OUT AND TURN IN MONTHLY ACTIVITY AND EXPENSE REPORTS
 12. CHECK THE DEPARTMENT EVENT CALENDAR

SOCIAL MEDIA USAGE



*HAVE A GREAT YEAR AND
HAVE FUN DOING IT!*

ANY QUESTIONS?

Questions?

THE AMERICAN LEGION, DEPARTMENT OF FLORIDA

Lunch

THE AMERICAN LEGION, DEPARTMENT OF FLORIDA

District Commander Training

Post Visitation “How To”

Bruce Carl

DEPARTMENT 2ND VICE COMMANDER

THE AMERICAN LEGION, DEPARTMENT OF FLORIDA

District | Commander Training

Beginning of the year packet

District | Commander Training

!IMPORTANT!
YOU ARE NOT THERE TO
RUN THE POSTS!

District | Commander Training

Requirements

District | Commander Training

3 District Meetings and the DCC

Have and follow an agenda,
pages 5-9 in the *District Commanders Manual*

District | Commander Training

1 Official Post Visit in Addition to the Installation

District | Commander Training

Monthly Reporting



District Commander Post
Visitation Form



Expense Report



District Commander
Activity Report

District | Commander Training

Department Resources | Florida x 09-Post-Visitation-Report.pdf x +

floridalegion.org/wp-content/uploads/2021/05/09-Post-Visitation-Report.pdf

09-Post-Visitation-Report.pdf 1 / 1 100%

DISTRICT COMMANDER POST VISITATION REPORT
(Please note: you are required to visit each post in your district at least once a year)

Name: _____ Date: _____ Post: _____ District: _____
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 Squadron members: _____
of Auxiliary Members: _____ # of 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: _____
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: _____
Has Liability Insurance: *Yes/No* Is National Headquarters listed as additionally insured: *Yes/No*
Is Department Headquarters listed as additional insured: *Yes/No*
Post Incorporated Status Active: *Yes/No* (verify on www.sunbiz.org)
IRS Form 990 Filed Annually: *Yes/No* (What year is the last 990's filed) _____
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 Sales Tax Certification Florida Incorporation Annual Report Filing
Liability Insurance Declaration Page Previous Year's 990's filed with IRS

District | Commander Training

Department Resources | Florida x District-Monthly-Activities-Repo x +

floridalegion.org/wp-content/uploads/2021/08/District-Monthly-Activities-Report.pdf

District-Monthly-Activities-Report.pdf 1 / 1 100%

 **Monthly Activities Report**
District Commander

Report for Month of _____ District _____

Name _____

Made contact with District Chairmen (list names and Chairmanship)

Miles traveled: _____ Posts Contacted: _____

Letters written: (Please attach copy) _____

Post Visitations made (**attach copy of Post Visitation Report to this report**):

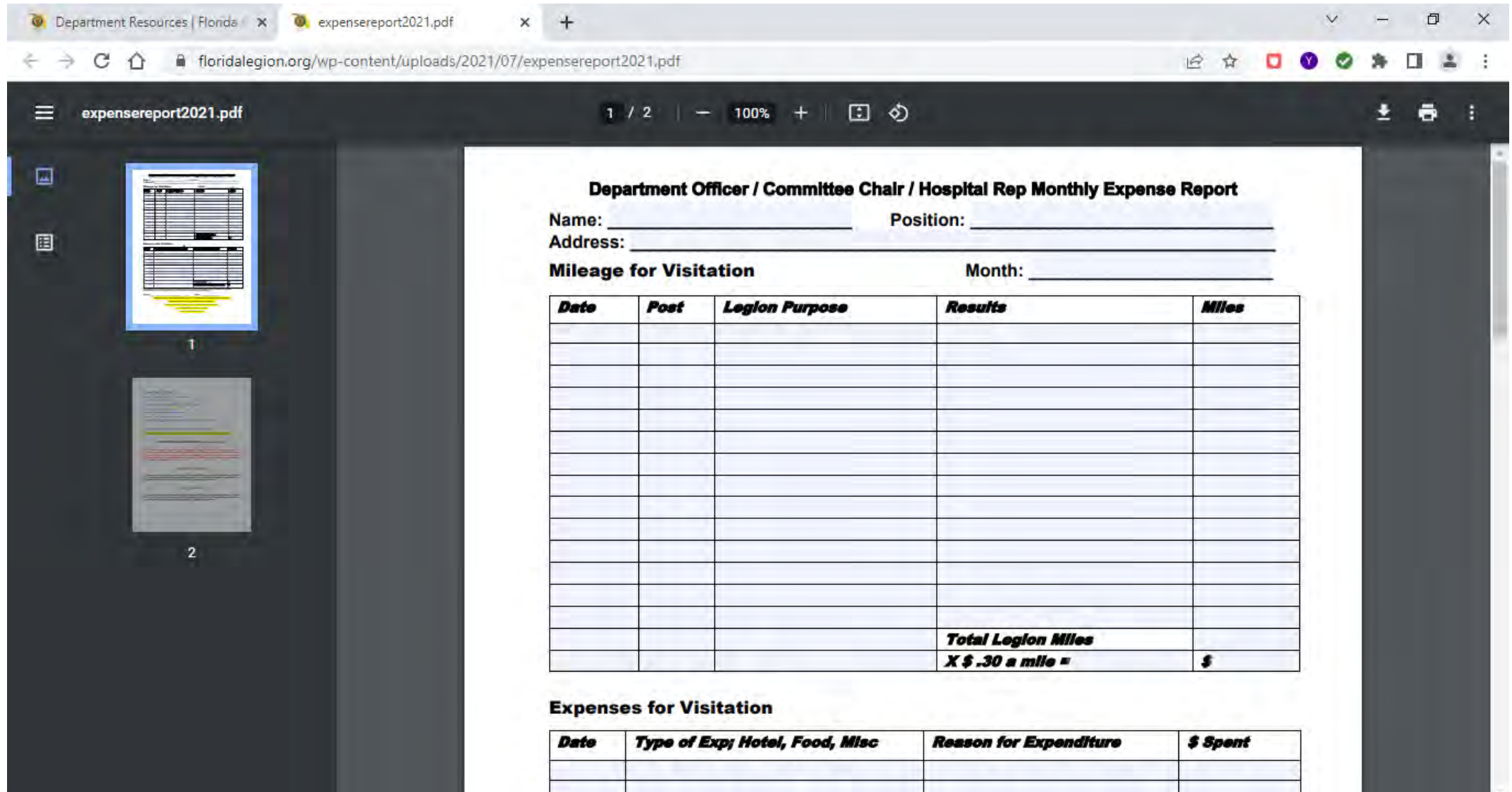
Post _____

Area/District/Post Activities attended:

Problems encountered: _____

My major program pushes and goals for next month: _____

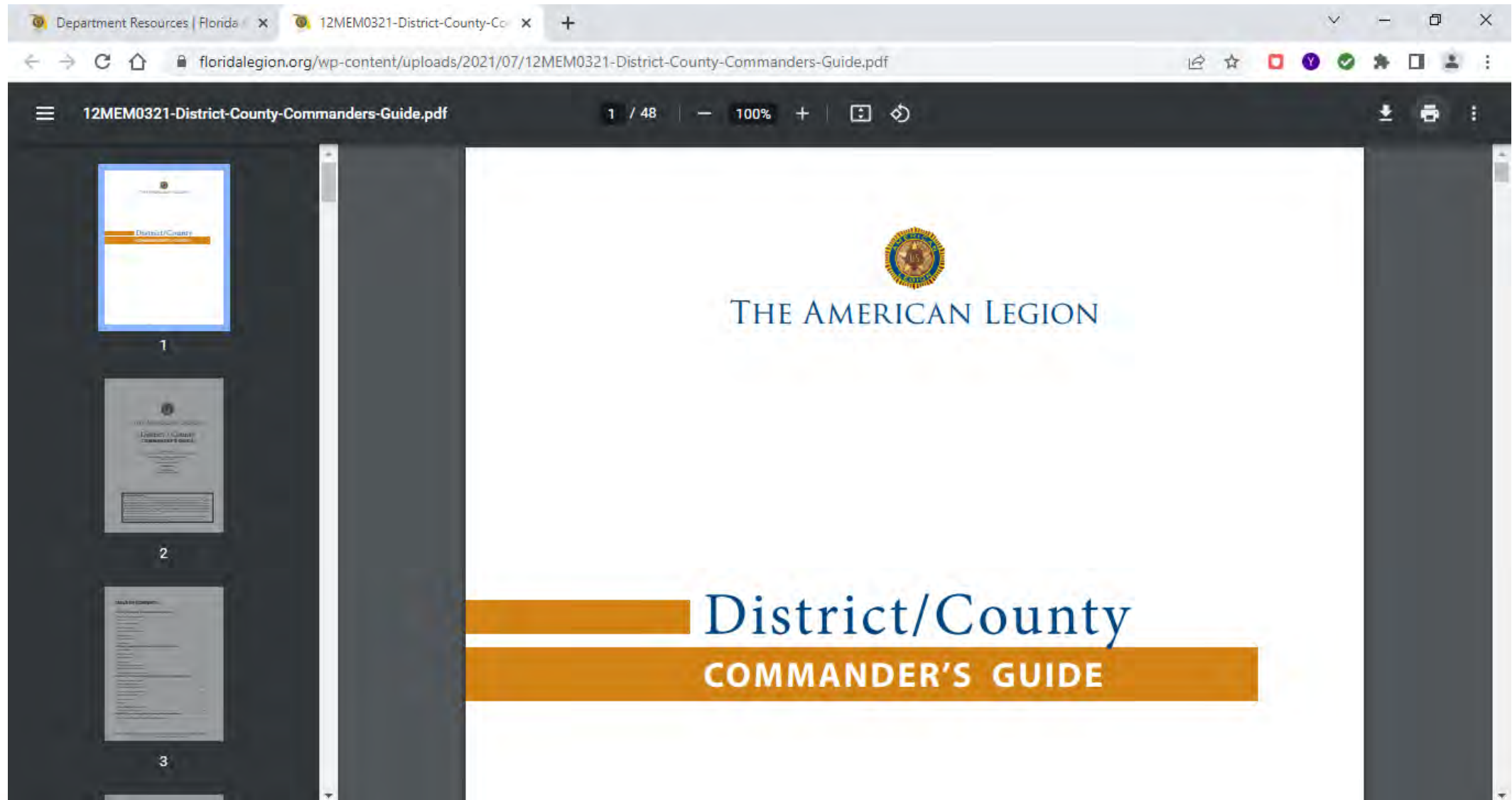
District | Commander Training



District | Commander Training

Make sure you are following the
Guidelines for Installations,
District Meetings, and DCC'S
(refer to Officers Guide)

District | Commander Training



District | Commander Training

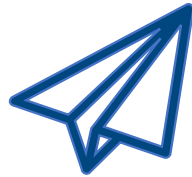
There will be an upcoming Zoom Training Meeting in April to train on property running a DCC

District | Commander Training

Before your visit, make it easy on yourself



**Fill Out
Visitation Sheet**



**Send Copy to Post
Commander to Fill Out**

★ **Schedule meeting with Post Officers 30
minutes prior to meeting**

★ **Check Liquor Licen**

District | Commander Training

More Steps to Make Your Visit Easier



Check IRS website
for 990 filing



Check Sunbiz
www.sunbiz.org



Check CBL Date



Check tax exempt
date

- ★ Prepare any notes you would like to address with membership
- ★ Check updated weekly membership
- ★ Watch and listen for mistakes during the meeting and take notes
- ★ Get with Commander after meeting to go over anything noted during the meeting and sign form

District | Commander Training

Keeping Things in Order to Assist You

**File Folder for
Each Post**

Copy of CBL

**Copy of Tax
Exempt Form**

**EIN# for
Sunbiz and
IRS**

**Do Not
Duplicate
Work**

District | Commander Training

More Suggestions for You

Make a Spreadsheet for All Your District and Post Info

TAB 1. District Officers and Chairs

TAB 2. Post Commander and Adjutant for Each Post (Name, Phone, Address)

TAB 3. Day and Time of Post Meetings, Physical Address, (SAL, Auxiliary, ALR)

TAB 4. Mailing Address of Post

TAB 5. Email List of Post Commander and Adjutants

District and/or Area Calendar of Facebook Page

Mentoring

District | Commander Training

AutoSave Off | District information... Saved to this PC | Search | Bruce Carl BC | Comments | Share

File Home Insert Draw Page Layout Formulas Data Review View Help

G4

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
1	Post	Meeting Day	Meeting Time	AUX	SAL	ALR													
2	5			x	x														
3	26																		
4	99			x	x	x													
5	108			x															
6	111			x	x	x													
7	138			x	x	x													
8	139			x	x														
9	147			x	x														
10	148			x	x	x													
11	152			x	x	x													
12	167			x															
13	186			x	x														
14	246																		
15	248			x															
16	334																		
17	389																		
18	418					x													
19																			
20																			
21																			
22																			
23																			
24																			
25																			
26																			
27																			

post meetings | CDR Info | ADJ Info | Physical Address | Mailing Address | +

Ready | Accessibility: Investigate | 100%

District | Commander Training

Overview

District | Commander Training

Membership and Training

1. Train/Mentor Your Replacement
2. Train/Mentor Your Post Officers
3. Hold Trainings at the Post/District Level

Questions?

THE AMERICAN LEGION, DEPARTMENT OF FLORIDA

Conflict Resolution Training

“How to deal with Post Issues”

Bob Matheson

DEPARTMENT 1ST VICE

Bruce Carl

DEPARTMENT 2ND VICE

THE AMERICAN LEGION, DEPARTMENT OF FLORIDA

Look Familiar ??



What is Conflict Resolution?

- The process of resolving disagreements and coming up with solutions that are mutually agreeable to multiple parties.
- It can be a formal or informal that two or more parties use to find a PEACEFUL solution to their dispute.

What Causes Conflict?

- A Lack of Common Understanding
- Poor Communication Skills
- Unclear or Unfair Expectations
- Power Plays and Manipulations
- Leadership Styles
- Resistance to Change
- Differences in personalities
- Working Style

Finding a Peaceful Solution to a Disagreement

- Stay Calm and Just take a Moment
- Find a private, comfortable place to discuss the conflict
- Acknowledge that a problem exists
- Agree to find a Resolution
- Work to understand the perspective of everyone involved

Code of Conduct

- A **Code of Conduct** is a set of guidelines or rules that outline expected behaviors and responsibilities for individuals within a group or organization. It connects values, principles, and proper practices with day-to-day behavior. The purpose is to promote respect, integrity, and professionalism
- **Remember the Golden Rule:** In Everything, do unto Others as YOU would have THEM do unto YOU!
- Love your Brothers & Sisters – WE ARE FAMILY!

Canteen Issues vs Post Issues

AVOIDING TRIALS

Breakout Session

Questions?

THE AMERICAN LEGION, DEPARTMENT OF FLORIDA

Post Incident and Investigation Protocol

Bruce E. Comer

ADJUTANT

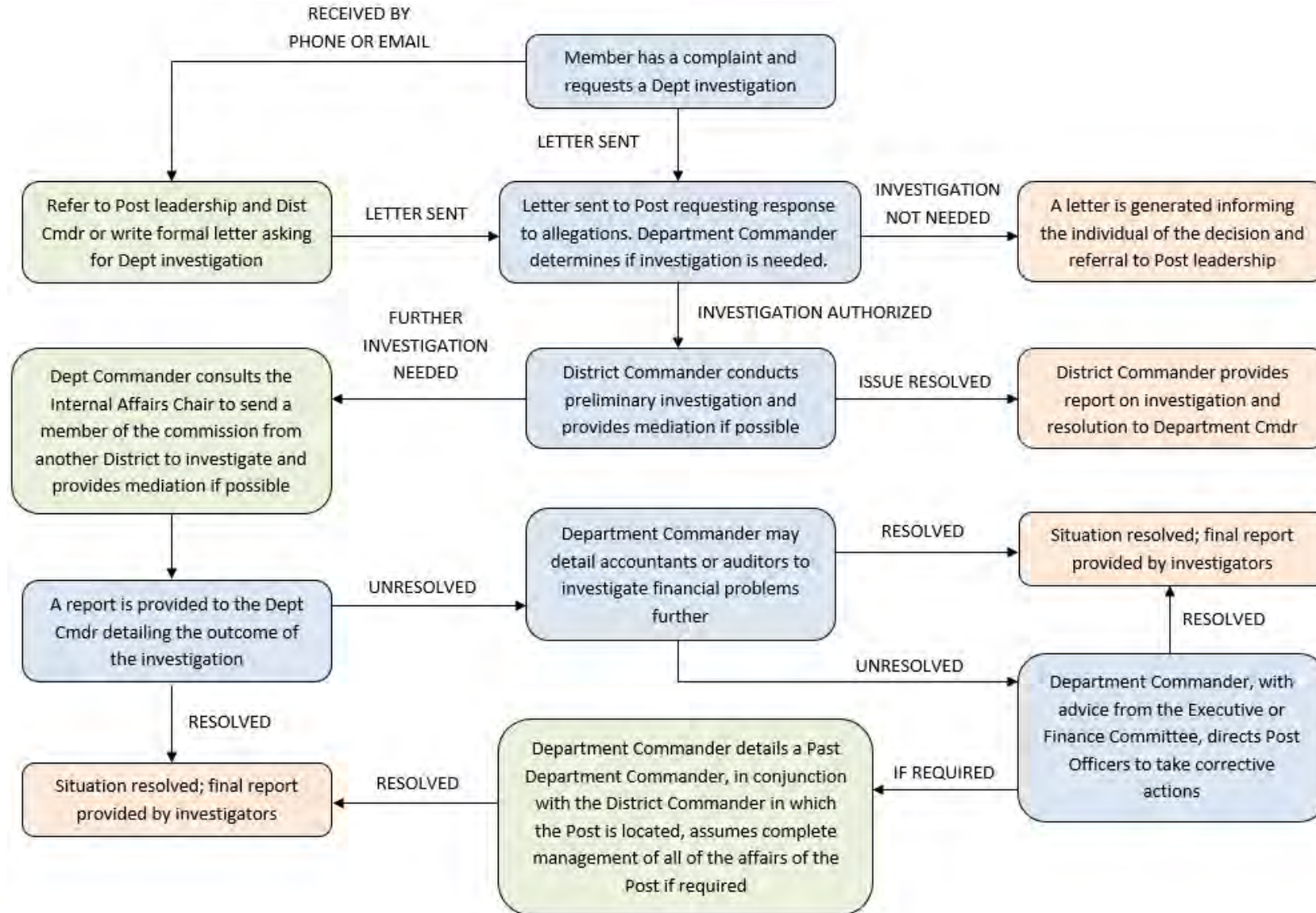
Jamie Hanselman

ASSISTANT ADJUTANT

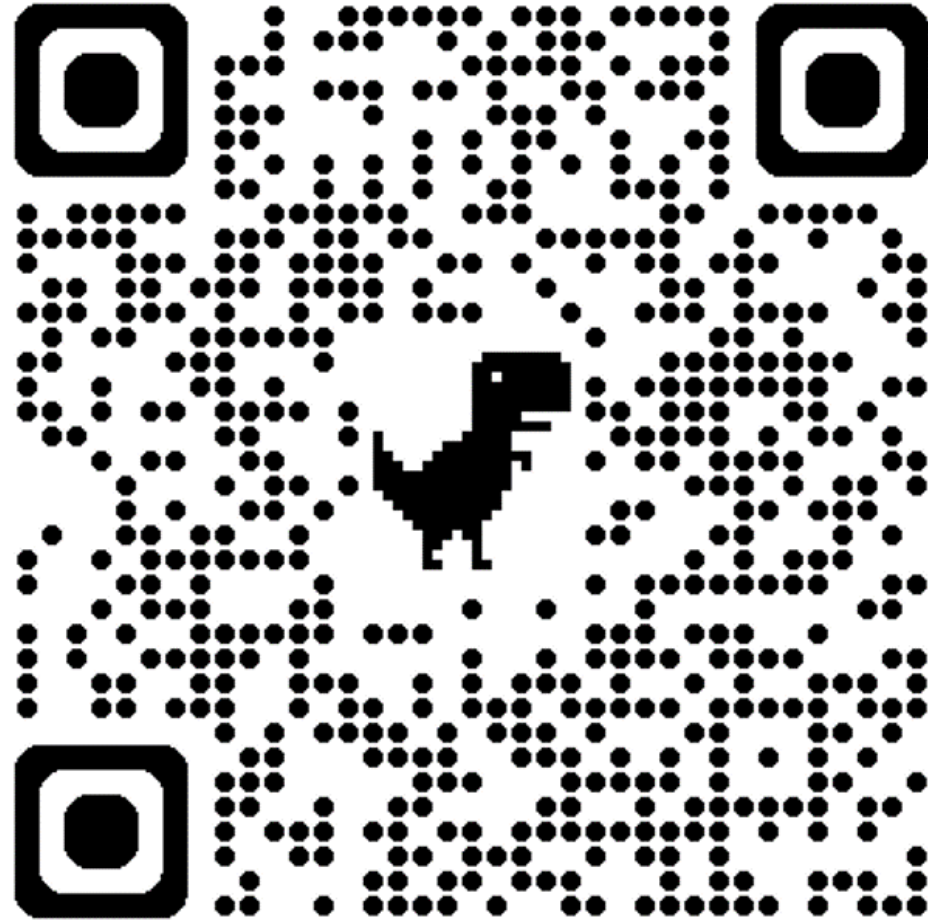
THE AMERICAN LEGION, DEPARTMENT OF FLORIDA

Investigation Protocol | Post Investigation Flowchart

By-Laws Article VI, Section 1



Investigation Protocol | Scan QR Code



Investigation Protocol | Post Investigation Flowchart

Uniform Code of Procedure for
the Revocation, Cancellation, or
Suspension of

POST CHARTERS

Investigation Protocol | Charges

★ Initiation of Charges

- ★ Intermediate Body, three Posts, or DEC
- ★ Withdrawal can only happen with consent of the Dept Commander

★ Filing of Charges

- ★ Filed with Dept Commander at Dept HQ
- ★ Must be in writing, signed, and sworn before an authorized Officer

★ Content of Charges

- ★ Certified or attested copy Resolution authorizing Charge(s)
- ★ Full details of Post, Commander, and Adjutant
- ★ Detailed statement of Facts and alleged violation(s) of CBL
- ★ Supporting affidavits or documents may be attached

★ Investigation and Report

- ★ Dept Commander investigates and files a report and recommendation to the DEC for action
- ★ DEC provides a decision...if DEC rejects charges, decision is final

Investigation Protocol | Resolution of the DEC

★ Surrender of Charter

- ★ Majority vote required to direct the Post to surrender its charter
- ★ DEC then directs the Post to surrender its charter for cancellation prior to date specified
- ★ The resolution shall include that if charter is not surrendered, that a hearing and trial will be held to determine whether the Post charter should be cancelled, suspended or revoked, and the resolution will include:
 - ★ Statement that DEC determined a hearing and trial is warranted
 - ★ Authorization for Commander and Adjutant to sign a formal complaint
 - ★ Names and addresses of members of the hearing subcommittee
 - ★ Name and address of Department Judge Advocate or Special Acting Dept JA (SADJA) assisting the subcommittee
 - ★ Authorization to hire stenographic or other assistance and shall be charged as directed by DEC
 - ★ Subcommittee shall report findings at the next DEC. If hearing or trial not complete, partial report is required.

★ Service of Process

- ★ Service can be done personally, by registered mail, or at the office/residence
- ★ Proof of service by return receipt or verified return

★ Notice and Summons

- ★ Service to the Dept Adjutant

Investigation Protocol | Complaint

- ★ In all cases, a formal complaint (x3) drawn by Dept JA, signed by Commander and Adjutant, setting forth:
 - ★ Statement of fact upon which charges are predicated
 - ★ Origin of the charges
 - ★ Copy of Resolution of DEC appointing Subcommittee and assistants
 - ★ Copy of Uniform Code of Procedure for the Revocation, Cancellation, and Suspension of Post Charters
 - ★ Time within which an appearance/answer shall be filed by the Post, not less than 20 or more than 60 days from date of the service of complaint
 - ★ Time and Date of hearing and trial, not more than 30 days after the date of expiration of the time for the filing of the answer

****Complaint may be amended by subcommittee based on the opinion of the subcommittee**

Investigation Protocol | Service

- ★ The Subcommittee shall cause copy of complaint to be served on Post
- ★ Service shall be personally, or by registered mail, or by leaving a copy at principle office or headquarters of Post, or place of residence of the person or officer to be served (Registered Agent)
- ★ All service to Dept shall be served to Dept Adjutant at Dept Headquarters
- ★ Witness summons may be signed by SADJA, Dept JA, or by a member of the subcommittee

Investigation Protocol | Answer

- ★ Defendant Post shall file an answer to complaint within time specified in the complaint, and it shall be filed to Dept JA or Dept Adjutant.
 - ★ Shall contain clear and concise statements of fact constituting defense
 - ★ Any charge or specification not expressly denied or explained, **shall be deemed admitted**

Investigation Protocol | Subcommittee

- ★ The Subcommittee to hear and try and make written findings of fact and recommendations...shall be appointed by the DEC, and contain at least three (3) members of the DEC, none of which may be from the investigated Post.
- ★ If no attorney on subcommittee, questions of law may be answered by Dept JA or SADJA.
- ★ Majority of subcommittee shall constitute a quorum. Any proceeding without a quorum must be postponed until a quorum is present.
- ★ The Dept JA or SADJA duties is to see trial is prompt, complete, and thorough, make all arrangements for hearings, summoning of witnesses and production of all papers. Shall also see all orders of the subcommittee are carried out. Shall also, along with members of subcommittee, examine and cross-examine all witnesses.

Investigation Protocol | Hearing and Trial

- ★ Rules of Evidence prevailing in court of law and equity shall not be controlling
- ★ Subcommittee makes all rulings
- ★ Due process and equal protection to Defendant and Post at all stages
- ★ Trial may be open or closed sessions. All witnesses will be under oath or affirmation
- ★ Any party to proceeding may appear in person, by counsel or otherwise, subject to reasonable restrictions, per subcommittee, and to examine/cross-examine witnesses and introduce evidence
- ★ Cont'd

Investigation Protocol | Hearing and Trial *Cont'd*

- ★ Stipulations of fact may be introduced into evidence with respect to any issues
- ★ Objections to conduct of the hearing shall be stated orally together with a short statement of the grounds and include stenographic report of the hearing
- ★ Any party to proceeding is entitled to reasonable period at the close for an oral argument, which shall not be included in the stenographic report of the hearing. Briefs may be filed by the parties within the time fixed by the subcommittee
- ★ At subcommittee discretion, hearings may be continued from day to day or adjourned to a later date or venue change with announcement thereof at the hearing by the Chair or Vice-Chair, or other appropriate notice
- ★ A stenographic report of the trial shall be made.

Investigation Protocol | Report of Subcommittee

- ★ The Subcommittee, after hearings are complete, shall file a complete report with written findings of fact and recommendations to the Dept Adjutant not less than five days prior to the next DEC meeting. The report shall be open to inspection by all members of the DEC and representatives of the defendant Post.
- ★ The DEC shall consider and act upon the report.
- ★ At the DEC meeting, a representative of the Defendant Post shall be granted privilege of the floor for not more than one (1) hour.
- ★ If the subcommittee provides a partial report, the DEC may authorize further hearings to present a final report at the next meeting DEC Meeting.

Investigation Protocol | Appeal

- ★ If DEC refuses to cancel, suspend or revoke the charter, such decision is final and no appeal can be taken therefrom
- ★ If DEC suspends, cancels or revokes the charter, the Defendant Post and National Adjutant shall be notified by the Dept Adjutant which notice should be mailed within five (5) days of the decision.
- ★ Upon receipt of notice of appeal, Dept Commander shall notice the National Commander immediately and cause the Dept JA , or SADJA and subcommittee to submit papers and complete record of hearings to National Commander. National Commander shall then appoint 3-5 members of the NEC (subject Dept NEC or ANEC excluded) for the purpose of hearing the appeal.
- ★ Cont'd

Investigation Protocol | Appeal Cont'd

- ★ The NEC subcommittee shall meet at least one (1) day prior to the meeting of the NEC and to this committee the National Commander shall refer the complete record, in writing, of said proceedings with such exceptions thereto as are made by the Defendant Post.
- ★ NEC subcommittee may make recommendations merely from the records, or it may permit representatives of Dept or the defendant Post to appear and argue before the NEC
- ★ Shall review the cause and make recommendations to the NEC
- ★ NEC decision shall be final
- ★ Associated costs shall be retaxed as the NEC shall deem and equitable.

Investigation Protocol | Disposition

Disposition of Post with Suspended, Cancelled or Revoked Charter

- ★ Upon Suspension, the DEC is authorized, empowered and directed to take possession, custody and control of all of the records, property, and assets of and belongings to such Post, and provide for the government and administration of such Post during said suspension period.
- ★ Upon Cancellation or revocation of the charter, the DEC is authorized , empowered and directed, to take possession, custody and control of all of the records property and assets of such Post, and take all necessary and proper steps and proceedings to conclude and close the affairs of such Post. DEC may transfer any remaining Post members into appropriate neighboring Posts willing to accept said members.

Questions?

THE AMERICAN LEGION, DEPARTMENT OF FLORIDA

Break

THE AMERICAN LEGION, DEPARTMENT OF FLORIDA

Membership

Lena Heredia-Perez

MEMBERSHIP CHAIR

THE AMERICAN LEGION, DEPARTMENT OF FLORIDA



Department
of Florida



Membership Training

Instructors: Lena Heredia-Perez

2025 DEPARTMENT OF FLORIDA
LEADERSHIP RETREAT



www.floridalegion.org

2025 - 2026

Membership Plan

Vision: Teamwork Drives Results

Focus: Building Stronger posts through membership.

Goal: 100% membership by May 2026



*The strength of the team is
each individual member.
The strength of each
member is the team.*

PHIL JACKSON

Collective Commitment:

Every member plays a critical role.

Shared Efforts:

Retention requires everyone's participation

Organizational Strength:

Growth expands our impact for veterans

***Strengthening our initiatives requires
active Membership Chairs at every level:***

**Post, District, Area, &
Department**

Department Membership Goals 2025-2026

Target Date	Designation	Required%
September 4, 2025	Early bird kickoff	50%
October 1, 2025	Fall Meetings	55%
November 5, 2025	Veteran's Day	65%
December 3, 2025	Pearl Harbor Day	75%
January 7, 2026	Mid-Winter	80%
February 4, 2026	Presidents Day	85%
March 4, 2026	Legion Birthday	90%
April 1, 2026	Children and Youth	95%
May 6, 2026	Armed Forces Day	100%
May 31, 2026		100+1 mbr%

National Membership Goals 2025-2026

Target Date	Designation	Required%
September 10, 2025	Early bird kickoff	50%
October 15, 2025	Fall Meetings	55%
November 13, 2025	Veteran's Day	65%
December 10, 2025	Pearl Harbor Day	75%
January 14, 2026	Mid-Winter	80%
February 11, 2026	Presidents Day	85%
March 11, 2026	Legion Birthday	90%
April 8, 2026	Children and Youth	95%
May 13, 2026	Armed Forces Day	100%
Delegate Strength		30 days prior to convention

Membership Renewal Schedule 2025-2026

Cut Off Dates

May 14, 2025

September 10, 2025

October 15, 2025

December 10, 2025

February 11, 2026

April 8, 2026

Renewal Mail Dates

July 1-8, 2025

October 4-10, 2025

November 8-14, 2025

January 3-9, 2026

March 1-8, 2026

May 2-8, 2026

Goals

2025-2026



- Continue to work 2025 membership until December 31, 2025 to get ALL of our members to renew.
- 90% Retention or higher
- 50% of Posts at 100% by May 6, 2026
- District Race to the Top Winners
- 102,643 total members in Department
- 2 or more DMS transfers each Post

How are we going to get there?

Set Clear Targets

- Specific goals for each level

Provide Resources

- Training and materials

Build Relationships

- Connect with veterans

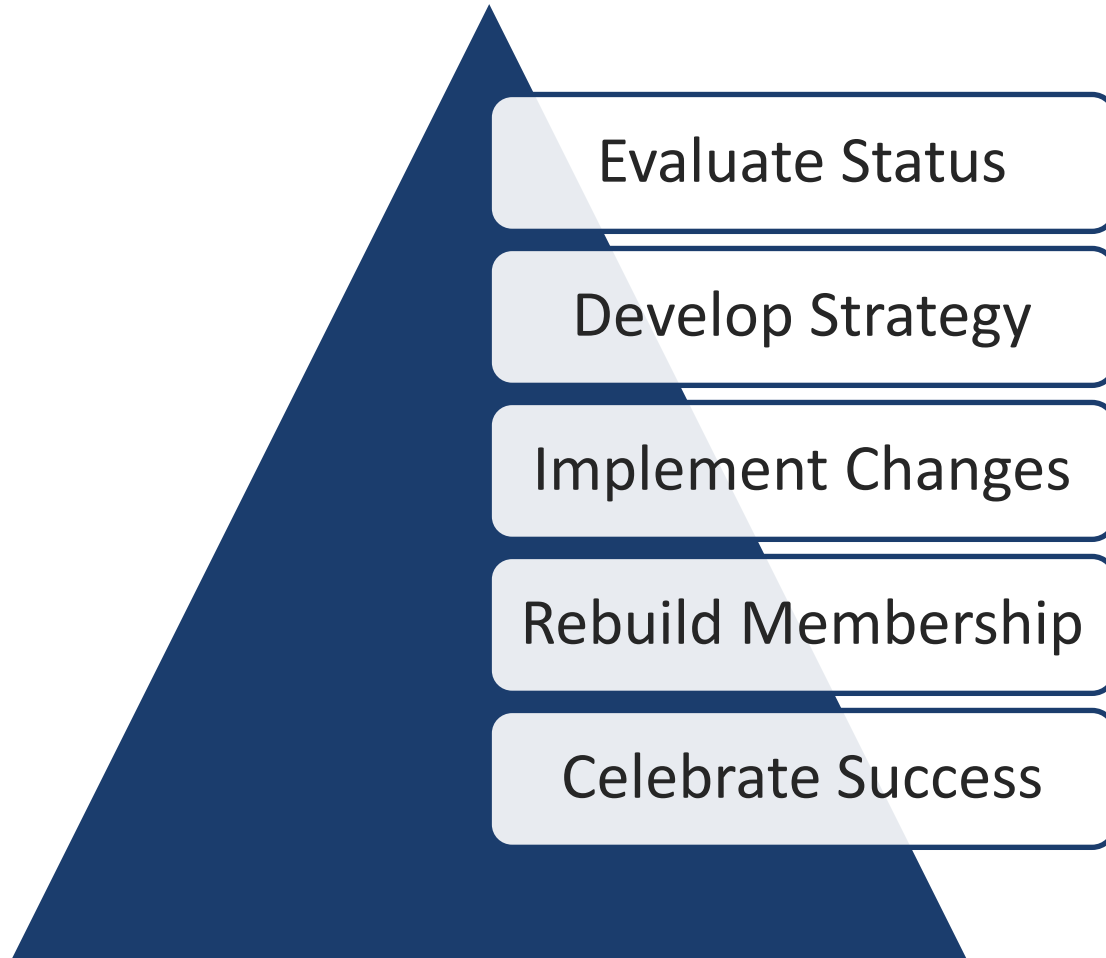
Track Progress

- Regular reviews and adjustments



Host an "Open House"

Post Revitalizations



Keys to Member Satisfaction:

Family Unity

Work together across organizations.

Member Input

Listen to what they want

Communication

Keep everyone informed

Unique Approach

Not all post are the same

Buddy Checks



Membership Drives

- 1 — **Pre-Planning**
Set goals, prepare materials
- 2 — **Promotion**
Advertise event widely
- 3 — **Execution**
Run well-organized drive
- 4 — **Follow-Up**
Contact prospects promptly



Acceptable Forms of Verification

Military Documentation

- DD-214 discharge papers
- Active Duty ID Card
- Retired Military ID Card

Government ID

- Florida Driver's License with "V"
- VA Health Card
- Other state veteran designation



Verification Process

- Check eligibility dates
- Verify honorable service

Membership Data Form

THE AMERICAN LEGION		MEMBER DATA FORM		Date
Email to IT / Member Support Services: MAILSUPPORT@ALLEGION.ORG		(Please use ink and print clearly using UPPERCASE letters)		
Member ID # (P-8-fig)		Dept.		Post #
First Name		MI		Last Name
				Suffix
MEMBERSHIP RECORD CHANGE				
<input type="checkbox"/> Deceased Honorary Life Membership Code: <input type="checkbox"/> Add <input type="checkbox"/> Delete				
<input type="checkbox"/> Member above holds an elected office or appointment within the Department or District				
NAME CORRECTION				
First Name		MI		Last Name
				Suffix
NEW ADDRESS				
Line 1				
Line 2				
City		State		ZIP Code
Home Phone		Cell Phone		
EMAIL ADDRESS				
DATE OF BIRTH		CONTINUOUS YEARS OF MEMBERSHIP		
MM/DD/YYYY		8 Years Last Paid Membership Exp:		
Member Transferring FROM:	Department (Alpha Code)		Former Post #	
Member Transferring TO:	Department (Alpha Code)		New Post #	
				GENDER
				<input type="checkbox"/> Male <input type="checkbox"/> Female
WAR ERA (Mark all that apply)				
<input type="checkbox"/> Global War on Terrorism	<input type="checkbox"/> Panama	<input type="checkbox"/> Vietnam	<input type="checkbox"/> WWI	
<input type="checkbox"/> Gulf War	<input type="checkbox"/> Grenada/Lebanon	<input type="checkbox"/> Korea	<input type="checkbox"/> Other Conflicts	
BRANCH OF SERVICE				
<input type="checkbox"/> Air Force	<input type="checkbox"/> Army	<input type="checkbox"/> Coast Guard	<input type="checkbox"/> Marines	<input type="checkbox"/> Merchant Marines (WWI only)
<input type="checkbox"/> Navy	<input type="checkbox"/> Space Force			
Signature - Post Adjutant <small>(Required for Transfer, Renewal, Membership and Post Name Changes)</small>		Signature - Member <small>(Required for Transfer)</small>		
SEE INSTRUCTIONS ON NEXT PAGE				

DMS Membership

What is the Difference Between the DMS400 and the DMS400AD?



Work the DMS List

Community Involvement

Be / Get Involved in the Community:

- Clubs
- Youth Athletics
- Fraternal Organizations
- Schools
- College Campuses
- Chamber of Commerce

- Set up an American Legion booth at local community events, festivals, fairs or in shopping malls and store fronts.
- Ask you relatives and neighbors
- Talk with Active Duty & Guard Reserve Units
- If your Post is just 5 to 10 members away from reaching 100%, consider having the Post cover their dues to help achieve full membership.
- Hold a 50/50 raffle.
- Work with your District team to bring in DMS400 AD members to reach goals.




MyLegion.org

LEGION.ORG

SHOP ONLINE

LOGOUT

 **My**LEGION.ORG

Member Name
MY ACCOUNT

MEMBERSHIPSUBSCRIPTIONSGIVERESOURCESSHOPCONTACT

Home > My Account

MY ACCOUNT

MY INFORMATION

Name & Demographics

Military Service

Contact Information

Addresses

Emergency Contacts

Username / Password

MEMBERSHIP

Membership Card

Membership Details

Member Discounts

Committees

SUBSCRIPTIONS

Dispatch

E-newsletters


Magazine

My Account

My Groups

IN Post 0495

MY CONTACT INFORMATION



Add

Member Name

700 N Pennsylvania St
Indianapolis, IN 46204-1129

Phone: (555)555-4444

Email testcmdrlogin@gmail.com

Edit

Edit

MY SUBSCRIPTIONS

The American Legion Magazine

Expires: 8/31/2022

Delivery: Print

Status: Active

The American Legion Magazine

Expires: 8/31/2021

Details

Details

TAL MEMBERSHIP SUMMARY

Status: Active

Paid Thru Date: 12/31/2020

Member Post: 1 Year Membership

Indiana Post 0495

Member Number:

View Details

Renew Now


SAL MEMBERSHIP SUMMARY

Status: Active

Paid Thru Date: 12/31/2020

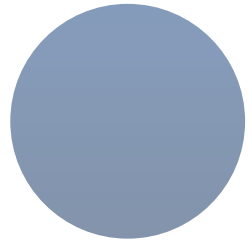
Member Post: 1 Year Membership

Indiana Squadron 0495

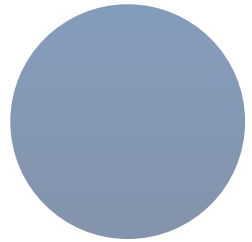
 **AMERICAN
LEGION**

Department
of Florida

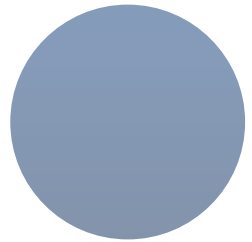
Expectations



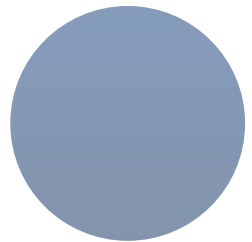
Commitment



Accountability



Teamwork



= Results

Maintain an open line of communication. **Please don't be afraid to ask for help!**



Working together as a team, we should be able to accomplish our goals



Membership Awards



Post 100% Membership May 6, 2026

All Posts achieving 100% membership by May 6, 2026, will receive:



- 100% Certificate
- 100% Department Ribbon
- 100% Department Pins
- 100% Department Coins

Department wide American Legion Membership Drive

Post Categories	
Category I	15 - 199 members
Category II	200 - 499 members
Category III	500 - 999 members
Category IV	1,000 – 1,499 members
Category V	1,500 plus members

November 1, 2025 & March 1, 2026

- The post with the highest percentage of membership in each of the five categories achieving the highest increase in membership by November 15, 2025 and March 15, 2026, will receive a check for \$150.00.

Post Highest Percentage of Membership Award

Post Categories	
Category I	15 - 199 members
Category II	200 - 499 members
Category III	500 - 999 members
Category IV	1,000 – 1,499 members
Category V	1,500 plus members

The Post with the highest percentage of membership in each of the 5 categories by **May 31, 2026**, will receive a **\$200** check. No forms are needed; Department verified.

103% National Commander Award

- The National Commander will present their National Commander pin to any post, district, county, division or Department Commander or membership chair, who achieves 103 percent of their assigned membership goal for 2026.



District Commander

“Race to the Top” Competition

Race to the Top Categories	
Category I	15 – 1,499 members
Category II	1,500 – 2,999 members
Category III	3,000 – 4,999 members
Category IV	5,000 – 7,499 members
Category V	7,500 plus members

- To Qualify District Membership has to be 100% or above by **March 31, 2026**
- Competition is divided into five categories based on the membership of the District without regard to geographic locations.
- Based on the final membership year totals

- **1st Place:** The District Commander and a guest in each category will receive a trip to the 107th National Convention as a distinguished guest of the National Commander, including round-trip airfare, tickets to the National Commanders' Banquet, and hotel accommodations for six days and five nights. They will also receive caps signifying they are Race to the Top winners, awarded on stage at National Convention with ribbons for each of the districts' posts.
- **2nd Place:** The District Commanders in each category whose district membership represents the second-highest percentage over the final previous year will receive a **\$500** check.
- **3rd Place:** The District Commanders in each category whose district membership represents the second-highest percentage over the final previous year will receive a **\$375** check.

District Commander's New Post Achievement Award

- District Commanders who help create a new American Legion post in their respective districts and have the new posts' temporary charter application on file at National Headquarters by **May 6, 2026**, will receive framed certificate.

100%+1 & Highest Percentage of Membership District/Area Commander Achievement Award

- The District Commanders and Area Commanders who achieve 100% +1 by **May 31, 2026**, will be recognized on stage at the Department Convention and will receive a framed certificate.
- The District Commander and Area Commander with the highest percentage by **May 31, 2026**, will also receive a special dinner invitation with The Department Commander in recognition of their outstanding leadership.

National Membership Awards

There are too many awards to list here! For a complete overview of qualifications and available awards, be sure to check the Membership Manual. Remember, many awards from the Department require applications, so don't forget to review the forms and deadlines.

Remember everyone should **BE ~~THE~~ ONE** to prevent veteran suicide, everyone should **BE ~~THE~~ ONE** for membership.

Questions?

THE AMERICAN LEGION, DEPARTMENT OF FLORIDA

Dinner

THE AMERICAN LEGION, DEPARTMENT OF FLORIDA

THE AMERICAN LEGION, DEPARTMENT OF FLORIDA



LEADERSHIP RETREAT | 2025

Honor Service ⚓ Inspire Future

www.floridalegion.org



Opening Comments

Jessica Moore

DEPARTMENT COMMANDER

THE AMERICAN LEGION, DEPARTMENT OF FLORIDA

American Legion Auxiliary

Robin Burk

DEPARTMENT PRESIDENT

THE AMERICAN LEGION, DEPARTMENT OF FLORIDA

Sons of The American Legion

Michael Nigbor

DETACHMENT COMMANDER

THE AMERICAN LEGION, DEPARTMENT OF FLORIDA

American Legion Riders

Jim Wineland

AMERICAN LEGION RIDERS CHAIR

THE AMERICAN LEGION, DEPARTMENT OF FLORIDA

Standard Operating Procedures

(Effective & Adopted by the DEC on 11-24-2024)

- **Table of Contents**
- Article I: Department ALR Advisory Committee
- Article II: Sub-Committees
- Article III: Finance
- Article IV: Florida Motorcycle Safety Program
- Article V: American Legion Rider Chapter
- Article VI: Patches and Apparel
- VII: Amendments
- VIII: Effective Date
- Participant Accident Waiver/Release of Liability Form
- Chapter Standing Rules

American Legion Riders Advisory Committee

- **Section 1. Members**

- The Committee shall consist of the following ALR members: Chair, Vice Chair, one (1) Area Chair from each Area (Northern, Eastern, Central, Southern, Southwestern, Western); one (1) District Chair from each District, Adjutant/Finance Officer, Assistant Adjutant/Finance Officer, Chaplain, Safety Officer, New Chapter Development Officer, and Sergeant-At-Arms.

- **Section 2. Qualifications**

- The Chair, Vice Chair, and Area Chairs must be a member in good standing of The American Legion and a current American Legion Rider within the Department of Florida.
- The District Chairs, Adjutant/Finance Officer, Assistant Adjutant/Finance Officer, Chaplain, Road Captain/Safety Officer, New Chapter Development Officer, and Sergeant-At-Arms must be a member in good standing of The American Legion Family and a current American Legion Rider within the Department of Florida.
- Must be a current or past officer of an American Legion Rider Chapter.

SELECTION PROCESS

(That includes YOU)

- **Section 3. Selection**
- The Chair shall be appointed by the Department Commander.
- Each Area Commander, with the recommendations of the ALR Chair, shall appoint an Area Chair.
- Each District Commander, with the recommendations of the ALR Chair, shall appoint the District Chair.
- The Chair appoints the Vice Chair, Adjutant/Finance Officer, Chaplain, Road Captain/Safety Officer, New Chapter Development Officer, and Sergeant-At-Arms with the approval of the Department Commander.
- The Chair, Assistant Chair, and Adjutant/Finance Officer shall select the Assistant Adjutant/Finance Officer.

Area Chair Duties

- **Area Chair**

- Shall assume the duties of the Chair in their absence at the instruction of the Department Commander or Department Executive Committee.
- Shall make reports to the Chair before the Department Convention, Fall Conference, and ALR Summit. Reports should cover all aspects of Chapter membership, recruitment, social events, mileage, hours, and funds expended in support of community events and programs, training, and any other information for the good of the American Legion Riders. Monitors to ensure all necessary reports to the Department Commander and Department Executive Committee are submitted promptly.
- Monitor to ensure all Chapters are following the rules and procedures as set forth by the Department of Florida.
- Responsible for ensuring the administration, operation, and safety of the Chapters and following guidelines set forth by the Department of Florida and the National Organization in their area.
- Visit Chapters within their area regularly.
- Provide advice and assistance to Posts within their region that wish to start an ALR Chapter in conjunction with the Committee's New Chapter Development Officer.
- Represents Chapters within their Area at all Committee meetings.

District Chair Duties

- **District Chair**

- Shall make reports to the Area Chair before the Fall Conference, ALR Summit, and the Department Convention. Reports should cover all aspects of Chapter membership, recruitment, social events, mileage, hours, and funds expended in support of community events and programs, training, and any other information for the good of The American Legion.
- Monitor to ensure all Chapters are following the rules and procedures as set forth by the Department of Florida.
- Ensure the administration, operation, and safety of the Chapters in their areas and following guidelines set forth by the Department of Florida and The National Organization
- Visit Chapters within their District regularly.
- Provide advice and assistance to Posts within their District that wish to start an ALR Chapter in conjunction with the Committee's New Chapter Development Officer.

- **Represent Chapters within their District at all Committee meetings.**

COMMITTEE MEETINGS

- **Section 5. Meetings**
- There shall be three (3) official Committee meetings as scheduled by the Department Adjutant. These meetings are at the Department Fall Conference, the American Legion Riders Summit, and the Department Convention. All Committee members are expected to attend. Additional meetings may be called by the Committee Chair at their discretion.
- Minutes of all meetings must be prepared by the Committee Adjutant and submitted to the Department Adjutant.

When Choosing the Chairs, Consider the Following:

- Have you consulted with the ALR Chair on the appointment?
- Do they have reliable transportation?
- Are they able to attend all three the Committee Meetings?
- Are they familiar with the ALR SOP and Standing Rules?
- How are their communication skills?
- Will they be able to carry out the duties of the position?

ALR Organization

ARTICLE V

AMERICAN LEGION RIDER CHAPTER

- **Purpose**
- To use our Association to promote and support the programs of The American Legion.
- To organize and participate in charity events helping our Veterans, their families, and the Local Community.
- To participate in parades and other ceremonies which are in keeping with the Aims and Purposes of The American Legion.
- To promote motorcycle safety programs and to provide a social atmosphere for American Legion Family members who share the same interest.
-

ALR Organization

- **Section 1. Establishment of Chapters**

- Chapters must have a minimum of six (6) qualified Riders.
- Chapters must take the Post number of the sponsoring Post.
- Chapters must be sponsored by a Post, agreed to by the ALR Committee, and approved by the Department Commander before it is considered an official Chapter and chartered.
- Chapters may be suspended or canceled by the Department Executive Committee after due notice in the event it violates the provisions of this SOP.

- **Section 5. Organization**

- An ALR Chapter is a Post Level Program of The American Legion and exists at the discretion of the sponsoring Post.

- **Section 8. Discipline**

- The American Legion Riders is an American Legion program, discipline may only be addressed by the sponsoring Post.

ALR Organization

(*Modified by DEC on 6-12-2025)

• Section 2. Qualifications

- Must be a member in good standing of The American Legion, Sons of the American Legion, or American Legion Auxiliary.
- Members of a sponsoring post may not at any time hold membership in more than one Chapter of the ALR.
- ****The ALR is a Post Program. If an individual does not have an ALR Chapter at their Post Home and is a member in good standing, they may apply for membership in an ALR Chapter at another Post without transferring their membership at their Post, Unit, or Squadron Home. This does not apply to members of Headquarters Post 400, Unit 400, or Squadron 9999.***
- Each ALR member shall establish and maintain membership by owning, either individually or through marriage, a common-law marriage, a life partnership, or a long-term relationship, a motorcycle, trike, or auto-cycle licensed and insured by ALR member's state law. The operator must have a license with proper endorsement.
- On Department of Florida or National motorcycle events, a minimum of 750cc will be required to participate along with the proper endorsements, insurance, and signed waiver.
- Individual ALR Chapters may allow continued membership for those members who have given up motorcycle ownership due to age, illness, injury, or other reasons beyond a member's control.

Supporters

- **Section 4. Support Members**

- Chapters may accept support members, but at a minimum, they must:
- Be a Legion Family member (i.e., The American Legion, Sons of The American Legion, or The American Legion Auxiliary) in good standing under the guidelines of one of the three organizations and identified by a "Supporter" Rocker under the ALR back patch.
- A supporter may only be a Supporter of one ALR Chapter.
- May only hold the Adjutant/Finance Officer positions at the Chapter level.
- May not hold any Department ALR Committee position.
- May not vote at the Chapter level unless specifically authorized by the Chapter's Standing Rules.

Future Riders

- **Section 3. Future Rider Members**
 - Chapters may accept Future Rider members, but at a minimum, they must:
 - Be a Junior member of the American Legion Auxiliary or Sons of The American Legion and be identified by a Future or Junior Rider patch.
 - The Parent or Legal Guardian must sign the Participant Accident Waiver/Release of Liability form.

Standing Rules

1. Optional Positions: The Chapter may choose Optional Officers such as Historians, Communication, and other positions as needed.

Select all that apply.

- Quartermaster
- Membership Chair
- Historian
- Event Coordinator
- Webmaster
- Advisory Committee

Standing Rules, Continued

- Supporters:
 - The Chapter will accept Supporters as a part of our membership as outlined. Supporters will have a voice and will _____ or will not _____ have a vote.
- Future Riders:
 - The Chapter will accept Future Riders as a part of our Rider program. A signed waiver must be completed by the Parent/Legal Guardian.
- Meetings:
 - The regular meeting of the Chapter shall be held at _____ on the _____ of each month at _____ am/pm to conduct and discuss business as may properly be brought up for action.
 - _____ or _____ % of voting members of the ALR Chapter shall constitute a Quorum at any regular or special meeting.
- Finances:
 - I. Membership Dues shall be \$ _____ per year.
 - II. Lifetime Membership shall be \$ _____.
 - III. Discretionary Expenditures: Under extenuating circumstances, the ALR Director has the authority to disburse up to \$ _____ per month at his/her discretion for the good of the Riders.

To Obtain a Copy of the ALR Standing Operating Procedures & Standing Rules, please visit:

<https://www.floridalegion.org/programs-services/legion-riders/resourcesforms/>

AMERICAN LEGION RIDERS
About
From the Chairman
Highlighted Events
Capture the Plaque
Chapter of the Year
FL Motorcycle Safety Program
Officer Reporting
Starting a Chapter
Resources
News
Photo Gallery
Calendar
Join Mailing List
Contacts

The Florida ALR Website offers our members a source of information on our events as well as training resources and documents. Check us Out!

<https://www.floridalegion.org/programs-services/legion-riders/about/>

Conflict Resolution

- What causes Conflict?

- A Lack of Common Understanding
- Poor Communication Skills
- Unclear or Unfair Expectations
- Power Plays and Manipulations
- Leadership Styles
- Resistance to Change
- Differences in personalities
- Working Style

- Find a Peaceful Solution to a Disagreement

- Stay Calm and Just take a Moment
- Find a private, comfortable place to discuss the conflict
- Acknowledge that a problem exists
- Agree to find a Resolution
- Work to understand the perspective of everyone involved



American Legion Riders

Frequently Asked Questions

- Q. Can the Chapter require a probationary/vetting period for a perspective member?
- **A. No, we are not a Motorcycle Club (MC). Refer to the ALR SOP, Article II American Legion Rider Chapter, Section 2-Qualifications #1.**
- Q. If a member has a Lifetime Membership with the ALR and has not paid his/her family dues, is his membership with the ALR suspended?
- **A. Yes, The member would not be in 'good standing' at that time if their family membership has not been paid. If riding with the Chapter, you cannot report their miles and hours when reporting.**
- Q. Is there a membership ID# associated with the ALR member?
- **A. Your perspective Post may require one but there is no requirement on the state level for members to have an ID#.**
- Q. Can the spouse/significant other who does not qualify for membership under the families of the American Legion join the ALR?
- **A. No, they do not qualify as a Rider or Supporter. Refer to the ALR SOP, Article II American Legion Rider Chapter, Section 2-Qualifications #1. They may ride with the Chapter, however, you cannot report their miles and hours when reporting.**

American Legion Riders

Frequently Asked Questions

- Q. Can a Chapter discipline, suspend or expel an ALR member under any circumstance?
- **A. No, The ALR Chapter is a Post program and has no authority to discipline a member. If circumstances arise, the Director must engage the E-Board or Commander of the American Legion or the Auxiliary President (whichever applies) and report the incident. Any action to discipline, suspend or expel the member is the action of the governing body of the American Legion. Suspension for non-payment of membership dues is allowed.**
- Q. May I count both my hours & miles under the Legionnaires, SAL and/or our Auxiliary?
- **A. If you report your miles & hours under the Legionnaires or SAL, you may NOT report them under the Riders...It is one or the other. If you are an Auxiliary member, you may record your miles & hours to both entities. The Auxiliary is a separate entity from the American Legion.**
- Q. Is it true that if our Chapter rides out of District, we can report double miles?
- **A. This statement is only true during the month of April when participating in the Round Robin or in October when participating in the Merry-go-Round. See for further clarification:**
- [Merry-go-Round | Florida American Legion \(floridalegion.org\)](https://floridalegion.org)
- [Round Robin | Florida American Legion \(floridalegion.org\)](https://floridalegion.org)
- Q. Can I be a member of another Post's Riders group?
- **A. If your Post has a Rider Chapter, the answer is NO. If your Post does not have a Chapter, then the answer is YES. At no time can you be a member of more than one chapter. Refer to the ALR SOP, Article II American Legion Rider Chapter, Section 2-Qualifications #2**



AMERICAN LEGION RIDERS TOTAL MONIES RAISED 2024-2025



POW/MIA Chapel - \$8240.00

Tim Morris' Toys for Patrick Space Force Kids - \$5000.00

Merry-go-Round/Children & Youth Picnic - \$10,000.00

In-State Unity Ride/State Rally

Project Vet Relief/Suicide Prevention Initiative Funds Collected- \$388,735.85

GRAND TOTAL \$411,975.85

** Increase of \$36,852.86

A CALL TO SUPPORT THE ALR EVENTS



Merry-Go-Round

Month of October

ALR Commitment:

***10K** to Child & Youth Picnic

***5K** Tim Morris' Toys for
Patrick Space Force KIDS



ALR 10th Annual Summit

Where? Hilton Daytona Beach Oceanfront Resort

Why? Top notch Instructors. Provides training on Reporting, Officer Responsibilities, Safety & Group Riding, First Responder & Trauma and so much more. Opportunity to get together with old friends and make new, sharing ideas, & camaraderie.

Round Robin – Month of April
In-State Unity Ride – April 19-24, 2026
ALR State Rally – April 25, 2026

All Net Proceeds Benefit:
PROJECT VET RELIEF/SUICIDE
PREVENTION INITIATIVE



POW/MIA Ceremony & Ride

When? September 20, 2025

Where? Jacksonville, FL



2025 -2026 SCHEDULE OF EVENTS

- NATIONAL LEGACY RUN – August 17th – 21ST, 2025
- NATIONAL CONVENTION – August 23rd -28th , 2025 – Tampa, FL
- POW/MIA CEREMONY – September 20th , 2025 – Jacksonville, FL
- MERRY-GO-ROUND – October 1st – October 31ST, 2025 – Supporting Children & Youth
- FALL CONFERENCE – November 21st -23rd , 2025
- SUMMIT MEET & GREET – February 18th , 2026
- SUMMIT – CLASS SCHEDULE – February 19th – 21st, 2026
- ROUND ROBIN - April 1st – April 30th, 2026– Supporting PVR/SPI
- CHILDREN & YOUTH PICNIC – April 11th, 2026
- MEET & GREET For the In-State Unity Ride - April 19th, 2026
- IN-STATE UNITY RIDE - April 20th - April 24th , 2026
- ALR STATE RALLY – April 25th, 2026
- DEPARTMENT OF FL CONVENTION – June 11th -14th, 2026

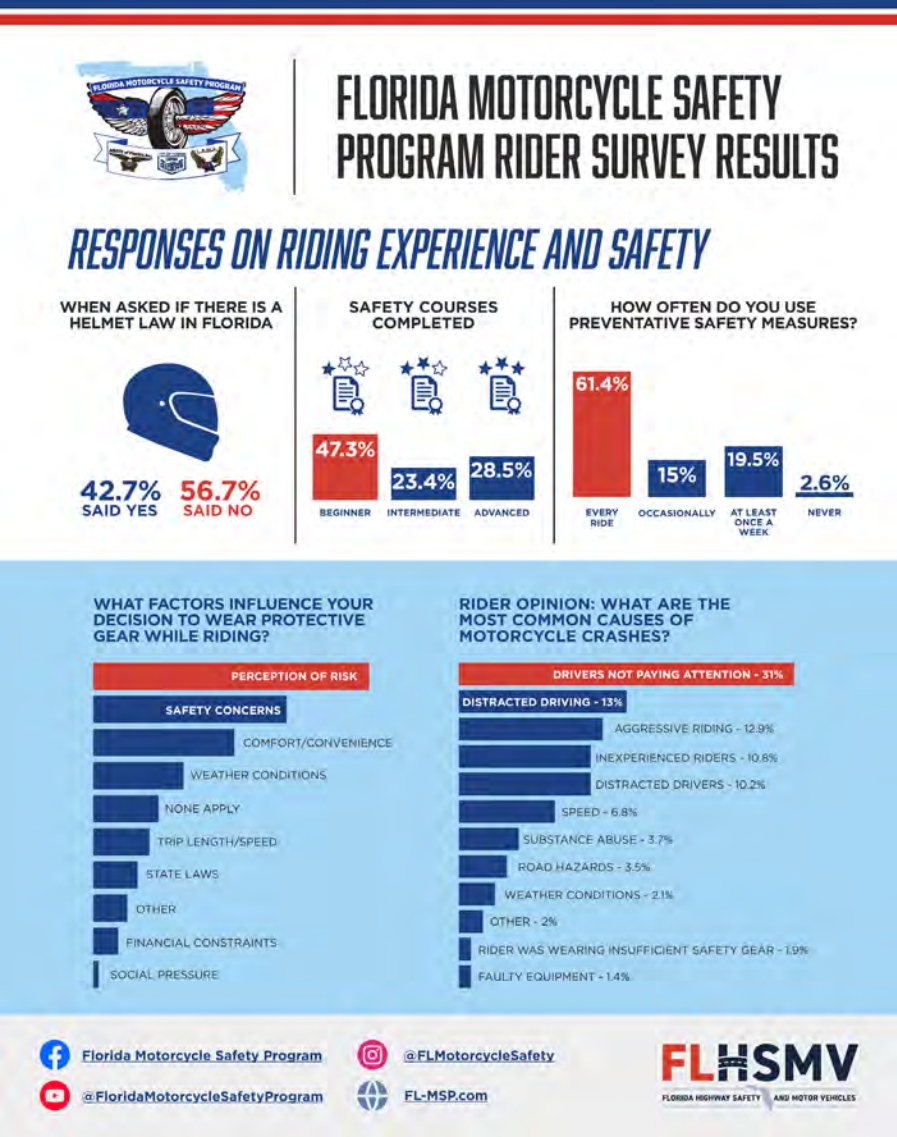
FLORIDA MOTORCYCLE SAFETY PROGRAM UPDATE



FLHSMV



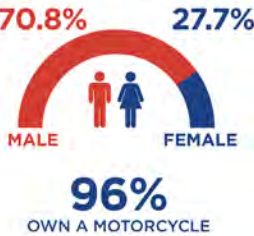
MOTORCYCLE RIDER SURVEY RESULTS



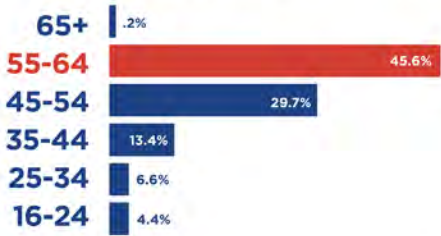
MOTORCYCLE RIDER SURVEY RESULTS

ABOUT OUR RESPONDENTS

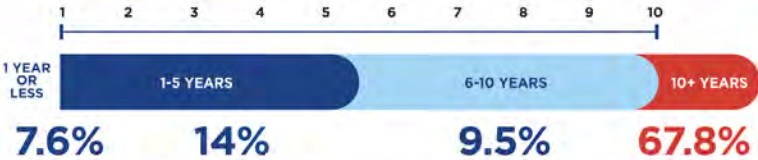
WHAT IS YOUR GENDER?



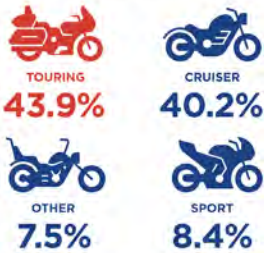
WHAT IS YOUR AGE?



HOW MANY YEARS HAVE YOU BEEN RIDING?



WHAT DO YOU RIDE?



WHY DO YOU RIDE?



The data presented in this infographic is based on survey responses collected between March 2024 - July 2025. The results reflect the perspectives and experiences of participants and may not represent the views of all Florida motorcyclists.

FLORIDA FREEDOM – SUMMER 2025 EDITION JUST RELEASED!



BOTG– May 10, 2025



SCAN THIS FOR
THE NEWSLETTER!

UPCOMING MOTORCYCLE SAFETY OUTREACH EVENTS!



DEPARTMENT OF FLORIDA
AMERICAN LEGION RIDERS

**5TH ANNUAL
POW/MIA REMEMBRANCE
DAY RIDE & CEREMONY**

**SATURDAY
SEPTEMBER 20
2025**

**EVENT: 8 am
KICKSTANDS UP: 10: 30 am**

**Adamec Harley-Davidson
8909 Bay Meadows Rd Jacksonville**

Safety First!

Visit the Florida Motorcycle Safety Program and Department of Florida American Legion Riders tent for motorcycle safety resources and tools!

The Florida Motorcycle Safety Program aims to significantly reduce the number of motorcycle crashes and fatalities on Florida roads. To learn more, fl-msp.com.


FLHSMV



FLORIDA MOTORCYCLE SAFETY PROGRAM

ABATE of Florida, Inc.  

**BIKETOBERFEST
2025**

**THURSDAY-SATURDAY
OCTOBER 16-18, 2025**

Daytona International Speedway

The Florida Motorcycle Safety Program aims to significantly reduce the number of motorcycle crashes and fatalities on Florida roads.

To learn more, fl-msp.com.

Safety First

Visit the Florida Motorcycle Safety Program tent for motorcycle safety resources and tools!

The Florida Motorcycle Safety Program aims to significantly reduce the number of motorcycle crashes and fatalities on Florida roads. To learn more, fl-msp.com.

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FLORIDA MOTORCYCLE SAFETY PROGRAM

**ST. PETE
BIKE FEST**

**SATURDAY
NOVEMBER 22, 2025
9AM - 5PM**

Bert's Barracuda Harley-Davidson® (Clearwater, FL Location)
10525 49th St N, Clearwater, FL 33762

Safety First!

Visit the Florida Motorcycle Safety Program tent for motorcycle safety resources and tools!

The Florida Motorcycle Safety Program aims to significantly reduce the number of motorcycle crashes and fatalities on Florida roads. To learn more visit fl-msp.com.

FLHSMV

Contact Victoria.ziegler.dist3@gmail.com to volunteer!

THANK YOU!



Questions?

THE AMERICAN LEGION, DEPARTMENT OF FLORIDA

Group Breakouts

THE AMERICAN LEGION, DEPARTMENT OF FLORIDA

Break

THE AMERICAN LEGION, DEPARTMENT OF FLORIDA

Briefings

THE AMERICAN LEGION, DEPARTMENT OF FLORIDA

Closing Remarks

Jessica Moore

DEPARTMENT COMMANDER

THE AMERICAN LEGION, DEPARTMENT OF FLORIDA

**Don't forget to
Take your Photo**

THE AMERICAN LEGION, DEPARTMENT OF FLORIDA

THE AMERICAN LEGION, DEPARTMENT OF FLORIDA



LEADERSHIP RETREAT | 2025

Honor Service ⚓ Inspire Future

www.floridalegion.org

