



Department
of Florida



Post Operations Training

Instructor:
Doug Hockenberry, Northern Area Commander

2025 DEPARTMENT OF FLORIDA

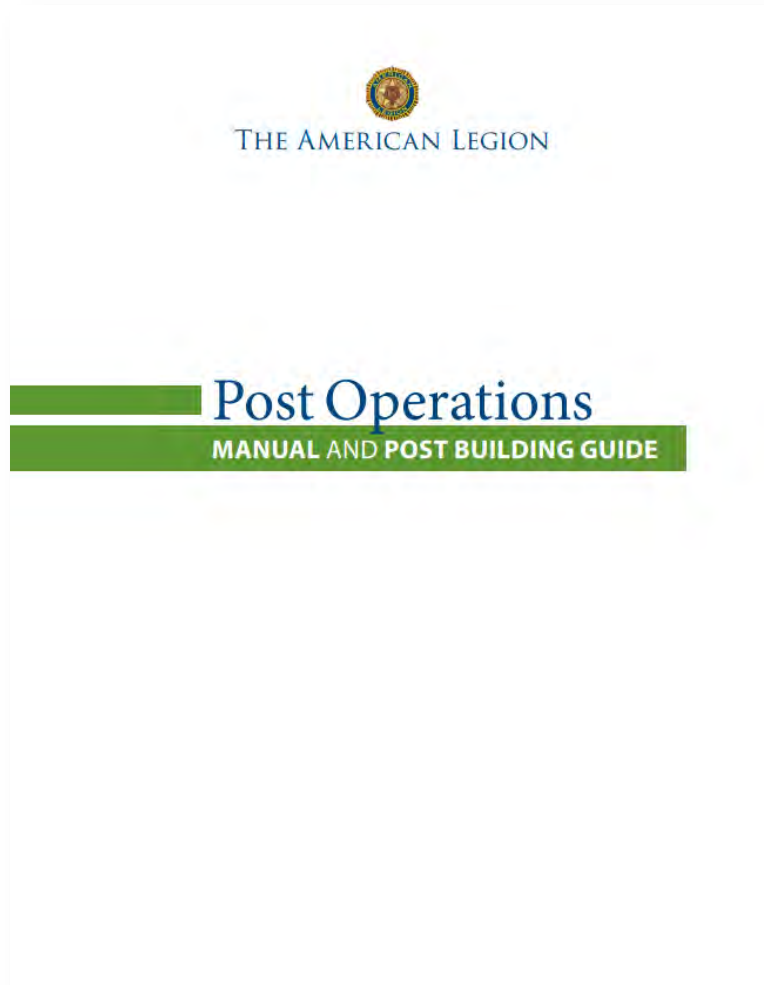
FALL CONFERENCE

Introduction

Post Operations Manual and Post Building Guide

Post Operations Manual and Post Building Guide

Scan the **QR Code** with your **smartphone** to download the manual.



Introduction

- The **first section** concerns itself with the **planning** of the physical structure of the facilities needed to accommodate an active, growing American Legion Post.
- The **second section** concerns itself with the social part of an American Legion Post – **Typically referred to as the Canteen or Lounge.**
- The **third section** serves as a guide to the utilization of proven principles of **financial accounting.**

Planning the Facilities

Planning the Facilities

- Value to Post
- Specific community needs
- Facility has many uses
- Living memorials
- Why Veterans join
- Asset or liability

Planning the Facilities

- Standards
- Planning Criteria
- Location
- Type of Construction
- Exterior
- Interior
- Financing and related administration suggestions

Post and Social Quarters Operations

Government and Management

Post Officers Charge

“You have been chosen by your fellow members to fill the various offices of (post name and number). You will, I know, vindicate the trust that has been reposed in you, and fulfill in every way the obligations which that trust entails. You shall at once familiarize yourselves with the duties of your particular offices, and you shall proceed upon those duties in the same spirit of devotion and endeavor which characterized that service out of which arose The American Legion. You must know the welfare and success of this post depends largely on you, and you must also know upon your shoulders equally rests the burden of preserving the integrity of The American Legion. You must protect its good name before the people of the United States. You must exalt it in their eyes. You must make them know as we know its purposes and its policy. Ever remember the tolerant spirit that animates its members. There is no rank among us, for each serves as an equal; and all strive toward the same goal, which is the realization in the life of the republic of the ideals of justice, freedom, democracy and loyalty. Ever remember the cardinal purposes of The American Legion are the rehabilitation of disabled servicemembers and veterans; care of the dependents of those who have answered the final call and of those who are now suffering the ravages of wounds, disease and want; rightful education of the children of our country, and devoted service to the community, state and nation.

Standards

Congratulations! It's right after Installation and you are now the new Officers of the Post.

- **First Steps:**

- You open the front door as the newly elected Post Officers and you think “Oh Heck, What did we just agree to.”

Standards

- The Post should be a place where your members feel welcome and comfortable. A place where they feel relaxed and can share in the comradeship of fellow Veterans.
- Take into account the **demographics** of your community as you plan your post activities.
- Your post should abide by all laws regarding the operation of a private club.

Standards

- Remind your members that one of the basic purposes of the American Legions is to “Maintain Law and Order.”
- If the post activity center includes a bar, it should always be closed during post meetings, **and do not permit adult beverages of any kind to be served or drunk during the meeting. There is no exception to this rule?**
- All posts are operated on a BUSINESS BASIS! There must be regular and complete audits. If there is no one willing and able to do this, hire someone. That also goes for all necessary tax returns, annual corporate reports, etc..
- Anyone handling funds are required to be bonded.

Standards

- Insurance
- Carry sufficient insurance to protect your post's investments.
- Fire, theft, liability, etc.
- Never let them expire.

Keep in mind, that Department or National, does not finance posts.

Lounge/Beverage/Food Service

- The lounge/food and beverage service is probably the most controversial aspect of the daily operation of the post.
- There is no specific procedures, or manual that spells out staff duties, and responsibilities.
- Probably the place that causes you more problems and headaches!
- So, who runs the Canteen or Lounge?

Lounge/Beverage/Food Service

Things to take into consideration:

- **Lounge Manager, who would be responsible for the following, but not limited to:**
 - Adequate staffing
 - Inventory control
 - Cost of goods (should not exceed 30-40% of sales) (Food cost not to exceed 35-40%)
 - Purchasing
 - Record Keeping
 - Wages and salaries (should not exceed 20-35% of sales) In the event this should happen, perhaps a study should be made to adjust for non-productive hours.

Suggested House Rules

- All members of the American Legion showing current American Legion cards are allowed.
- All members of the American Legion Auxiliary showing current American Legion Aux cards are allowed.
- All members of the Sons of the American Legion showing current American Legion Sons cards are allowed.
- VFW – AMVETS – Canadian Legion???
- Guests
- Each post is a little different
- Dress Code
- Age requirement
- Conduct of members
- Misconduct
- Saving Tables

House Rules - Continued

- **Membership encouragement**
- **Service Dogs**
- **Complaints and suggestions**
- **Emergencies**
- **Solicitations**
- **Approval of Lounge Rules**
- **Enforcement**
 - Post Lounge Rules apply wherever alcohol is served on post property. The executive committee should enforce any rules that will provide fair and equal treatment for your members and guests while using your post.

Developing Leaders/Training

The American Legion requires a huge amount of manpower.

- Roughly 12,000 new post commanders are needed each year.
- Add other elected post positions, that amount could easily reach 100,00 plus volunteers. (i.e. Florida has approx. **273** posts)
- Who should get training – Everyone – All New Post Officers
- Recommend: Basic Training, all officers should take this course. Legion.org/basic training. This course provided a pillar by pillar understanding of the American Legion services, programs and history.
- Department of Florida Legion College
- American Legion National College.

Questions?

Doug Hockenberry – Northern Area Commander

northern@legionmail.org 727-514-3742

Department of Florida



Please leave feedback.