

# **MINNESOTA AMERICAN LEGION TRAINING**

**Effective leadership in our Posts is paramount to successful sustainment!** The American Legion is equal opportunity and offers a chance for any member to serve in the capacity of an officer at any Post, District, Department and ultimately at National.

**The keys to successful leadership are** knowledge, understanding, ability to project and selfless service. The ability to be respected for your unbiased ideas and actions is also an important key.

**Every Legion member is encouraged to attend the training** to include current Post Officers and general membership. The opportunity for any member to become a Post Officer is ever present.

**The training dates are 23-25 June and** begin the evening of the 23<sup>rd</sup> (*to include a networking social [BYOB], opening remarks and agenda highlights*), all day the 24<sup>th</sup> and through noon on the 25<sup>th</sup>. There are social and personal networking times included throughout. **HEY! What's a training day without having a little fun too!**

**There is no cost for this event,** however, Posts or Districts are encouraged to provide mileage for their attendees. Dorm lodging at Legionville will be at no charge and there are camping spots available on a first come first serve basis, call ahead to reserve a space in the dorm or a camping site, (218) 829-3094.

**This instruction covers an array of topics** all geared to help you host and conduct the best possible business meetings you can as well as the basics of how you can promote, prepare press releases, raise funds, recruit and much more!

**The training is condensed but will be as extensive as possible,** it will provide you with information of where to research to find answers, best practices, increase productivity and garner support from your membership and community.

**Efficiently run meetings are able to accomplish much more** than a meeting that is run more like a gathering in an "abbreviated" form. An efficient meeting follows certain protocol, has a written agenda, holds people and discussions to a time limit, creates an atmosphere of partnership and teamwork and does it all in less time. The training is not designed to make you follow a rigid practice but will provide hints, ideas and what a "by the book" Legion meeting should look like and how it works.

**This course is much more that what you read above and many more subjects** are covered to include, but not limited to, understanding the Preamble, recruitment/membership, retention of members, wear of the Legion uniform (*cap*), planning fund raising activities, how to handle disruptive people, personal conduct vs. public perception. We will also touch on hot topics such as sexual harassment (*non-gender specific as either gender can be at fault, to include unwelcome advances verbal or physical conduct.*), discrimination, bullying, PII (*Personal Identifying Information*) or anything else which may be construed as a personal attack against another, either directly or indirectly, and which can cause an individual, and ultimately the Pose he/she represents, to be legally liable for perceived damages.

**This instruction is not only important to the American Legion** but portions of what is disseminated may be put into practice in your personal or professional lives as well. It's well known that a day you have learned something is not a wasted day!

**Please place this on your calendar and get your** registration form(s) completed now and sent to us. Seating is limited and getting numbers in advance helps us plan for meals and layout. If you need additional forms just print them out!

**The training weekend is also an opportunity for the Department to distribute 2017-2018 membership packets to the districts on Sunday.**

### **MN LEGION Training Registration**

**Mail to:**

**MN American Legion Training  
c/o Jeff Gay  
145 3<sup>rd</sup> Avenue  
Jackson, MN 56143**

**Dates: 23 – 25 June 2016**

**One Registration form per each person attending is required.** Please copy as many forms as you need and **send a separate form for each person,** multiple forms may be mailed together.

**If you wish, you may scan and e-mail the registrations to [jlymang@gmail.com](mailto:jlymang@gmail.com) - I will follow up with a confirmation e-mail showing receipt.**

**PLEASE COMPLETE ALL BLOCKS OF THIS FORM AND PRINT LEGIBLY – NO CURSIVE**

DISTRICT	POST	POST LOCATION/CITY
FULL NAME		
MAILING ADDRESS		
CITY	STATE	ZIP
E-MAIL		
CELLULAR OR OTHER PHONE		
SPECIAL NEEDS OR CONSIDERATIONS <input type="checkbox"/> Please Check PLEASE EXPLAIN:		

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