



Department of Pennsylvania  
Veterans of Foreign Wars  
of the United States

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**TO: POST COMMANDERS, QUARTERMASTERS, OFFICERS & MEMBERS**  
**FROM: JOHN B. GETZ, JR., STATE ADJUTANT**  
**SUBJECT: POST OFFICERS TRAINING**  
**DATE: June 3, 2019**

To help VFW Post leaders prepare for and carry out their responsibilities effectively, the Department will conduct VFW Post Officer Training Schools of Instruction in August under the direction of 2019-20 State Commander Wayne Perry. These half-day training sessions will cover a wide variety of Post operation and VFW program issues that help our organization carry out its mission of serving others. We have chosen weekend to maximize the opportunity for Post leaders to participate.

We value your time, so we will run these instructional sessions efficiently. We will use an informal training approach with breakout tables and networking (not PowerPoint). There will be plenty of time to ask questions.

Some of the topics to be discussed are VFW Programs, Duties and Responsibilities of Post Officers, Community Service, Parliamentary Procedure, Membership, and more. The information will benefit leaders with all levels of VFW experience—from first-time officers to those who have served their Post for many years.

We hope for participation from all Posts. Each Post should have at least one representative at the event you choose. If the Post Commander cannot attend, then the Sr. Vice Commander should attend; if the Sr. Vice Commander cannot attend, then the Jr. Vice Commander should attend. If you are unable to attend the session in your area, please try to attend an event in another area.

We encourage Posts to send more than one participant because Post leadership requires a team approach. It is always helpful to have more than one person familiar with the information that will be covered.

By attending, you will also have the opportunity to meet the Department officers for 2019-20

I realize it may be a hardship to take a day out of your busy schedules. However, this training provides valuable information that will inspire and equip VFW officers to perform their duties effectively and with integrity.

Attending one of these sessions will prepare you for great success because you will leave with a framework for a productive, impactful leadership year. Let's train hard and work hard so we can continue showing that **"No One Does More for Veterans" than the VFW!**

See the training schedule on the back side of this page. **Programs begin at 9 a.m. (coffee/donuts at 8) and lunch will be served at noon. Dress is casual with VFW caps. Thank you in advance for registering.**

**2019-2020 Pennsylvania VFW**  
**Post Officer Training Institutes (OTI)**

*(All OTIs begin at 9 a.m.; coffee/donuts at 8; Lunch at noon)*

**\*\*\* Monday August 12<sup>th</sup> OTI begins at 6:00 PM\*\*\***

**SOUTHWESTERN PA – SATURDAY, AUG. 3, 2019**

POST 128 JUNCTION CITY  
179 VIRGINIA AVE., ROCHESTER, PA 15074  
POST PHONE NO. - 724-774-4378

**NORTHWESTERN PA – SUNDAY, AUG. 4, 2019**

POST 5958 BRUCE SHORTS  
206 ST. JOHN STREET, TITUSVILLE, PA 16354  
POST PHONE NO. 814-827-6223

**SOUTHCENTRAL PA – SUNDAY, AUG. 11, 2019**

POST 8896 RICHARD J GROSS  
107 LOCUST ST EXT., EAST BERLIN, PA 17316  
POST PHONE NO. 717-259-0124

**\*\*\*NORTHCENTRAL PA – MONDAY, AUG. 12, 2019\*\*\***

**TRAINING STARTS 6:00 PM**

POST 8724 DUNCANVILLE MEMORIAL  
1665 NEWRY LANE, DUNCANVILLE, PA 16635  
POST PHONE NO. 814-695-9703

**NORTHEASTERN PA – SATURDAY, AUG. 17, 2018**

POST 7963 WOZNIAK PAVLOSKI  
272 MAIN ST., EYNON, PA 18403  
POST PHONE NO. 570-876-0189

**SOUTHEASTERN PA – SUNDAY, AUG. 18, 2019**

POST 6341 ROYERSFORD  
730 SOUTH 4<sup>TH</sup> AVE., ROYERSFORD, PA 19468  
POST PHONE NO. 610-948-0406

# I WANT TO ATTEND A PENNSYLVANIA VFW POST OFFICER TRAINING INSTITUTE (OTI)

EVENT DATE \_\_\_\_\_ EVENT LOCATION \_\_\_\_\_

## SIGN-UP FORM

<u>NAME</u>	<u>POST NUMBER</u>	<u>POST OFFICER TITLE</u>	<u>PHONE # (HOME/CELL)</u>	<u>EMAIL</u>

**9 AM START – CASUAL DRESS WITH VFW CAP – BREAKFAST/LUNCH PROVIDED**

**\*\*\* AUGUST 12<sup>TH</sup> POST 8724 – STARTS AT 6:00 PM \*\*\***

**\*\* RETURN FORM TO STATE HQs ASAP \*\***

Mail to VFW State HQs, "OTI Registration,"  
4002 Fenton Avenue, Harrisburg, PA 17109 OR  
E-mail: [jreece@vfwpahq.org](mailto:jreece@vfwpahq.org) OR Fax (717) 234-1955