



THE AMERICAN LEGION

GUIDE TO

**POST TRAINING**



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New Training resource materials are continuously being produced by The American Legion National Headquarters. Each will be added to the electronic version of this guide on The American Legion Web site:  
[www.legion.org/documents/legion/pdf/posttrainingguide.pdf](http://www.legion.org/documents/legion/pdf/posttrainingguide.pdf)



*“Cultivation to the mind is as  
necessary as food to the body.”*

— **Marcus Tullius Cicero**

## INTRODUCTION

Teaching our members how to effectively execute the programs and functions of The American Legion is critical to our success. We must mentor new members, whether they are veterans of WWII, Vietnam, Lebanon, Grenada, the Gulf War, or fresh from combat ops in Iraq or Afghanistan. They must know how and why the nation's largest wartime veterans' organization operates, and be able to lead us into the future.

Training should be one of the top priorities at all levels of the organization. From the top down and inside out, even the smallest pebbles of knowledge can create a ripple effect of energy and excitement throughout our ranks. There are countless Legionnaires ready to carry on our mission, waiting only to be taught how.

It is everyone's responsibility to carry on this vital mission, not just the top leadership. Every Legion family member with the skills and knowledge to share should do so at every opportunity.

This guide is intended to give you the guidance and confidence to get started. Consider it your first pebble. Now go out and make a few waves of your own.



## Introduction: Objective & Why Train?

### OBJECTIVE

In a perfect American Legion world, every member would be thoroughly conversant about all aspects of the Four Pillars of The American Legion: Veterans Affairs and Rehabilitation; National Security; Americanism; and Children and Youth. Members would know the programs offered under each pillar along with the details of each, how to run them, recruit participants, conduct public relations activities to support them and obtain community involvement. Legionnaires would know the legislative positions of the organization every year and be fully engaged in lobbying local, state and national elected officials to support legislation promoted by The American Legion.

In other words, your average post member would be a walking encyclopedia of Legion history and knowledge, able to answer any and all questions that any potential new member might ask, be able to step directly into any chairmanship or post officer position and hit the ground running, or speak to any community group with authority about The American Legion.

Ok. So not every member in your post is quite there – yet. And likely, many are delighted to be the Legion Baseball coordinator or the Americanism chairman and gladly continue to serve effectively in that job without any desire to move.

Yet many would relish the opportunity to expand their leadership capabilities, general knowledge and potential in The American Legion. Likely your district and department officers took advantage of training opportunities over the years. This guide is provided to give you the resources, information and motivation to establish a complete training program in nearly every activity and program of The American Legion.

Set the goalpost high. Strive to help your members learn and enjoy the many aspects of being active Legionnaires. Appoint a training chairman and use the many educational and training resources available to assist you in conducting ongoing training at your post. This guide will provide information on the free instructional resources available to your post.

### WHY TRAIN?

A significant amount of the time we spent in the military involved training. From basic training, where we learned how to march, shoot, wear the uniform properly and work as a team, to advanced training where we honed our specialty skills, learning was integral to professional development.

Training, in a nutshell, made us better at what we did.

It will also make Legionnaires better at what we do today. Training ensures that The American Legion will be able to better serve our communities. It is the lifeblood of mentoring new members to develop their expertise that will enable them to become the future leaders of The American Legion.

### **BENEFITS**

Establishing and implementing a well organized training program at your post will reap dividends that go far beyond the immediate satisfaction of quenching the thirst for knowledge. A well planned curriculum will likely:

- Enhance the quality of programs and post operations
- Offer incentives for new members to learn and increase their skills
- Provide new skill sets for long-time members
- Increase social activities at the post centered around training events
- Establish an effective mentoring mechanism
- Standardize execution of post programs
- Motivate members to increase their Legion knowledge

An active post training program can increase membership, raise retention, and provide new opportunities for participation in post activities. Training can also be provided for community projects and young people as needed.

### **DEVELOPING A POST TRAINING PLAN**

Increasing the knowledge of your post membership about the organization is an exciting and rewarding challenge. Your post training can be as intense and formal or as relaxed and informal as needed. First, assign a training chairman to assess the needs of your particular post. There are basic training courses ideal for every member of The American Legion and many that are program/subject specific. The chairman can design an annual schedule, set milestones, and execute the training appropriate to your post and community. He/she should be familiar with this guide and the many training resources and products currently available from National Headquarters to get started. Whether it's a one hour training session about recruiting new members on a video shown at a monthly post meeting or conducting a weekend Legion College on a variety of topics, your post can engage your members with an exciting and enjoyable ongoing learning experience.

### TRAINING TOPICS

Within the Four Pillars of The American Legion, there are many subjects that can be taught. Some of these may include:

- Post Service Officer
- Membership Recruiting
- Leadership
- Heroes to Hometowns
- Americanism Programs
- Public Relations
- Children and Youth Programs
- Lobbying
- Planning and Executing Events
- Conducting Town Hall Meetings and Public Events
- Post Disaster Preparedness and Response
- American Legion Resolutions
- Obtaining Sponsors for Legion Community Events
- Fundraising
- The American Legion Extension Institute
- And more.

### TRAINING VENUES

American Legion post training can be provided in various ways:

**Post meeting.** Short training topics of general interest can be part of your monthly meeting program.

**Training night.** Training on a specific topic that will take more than an hour but less than three hours can be scheduled in advance and advertised in your post newsletter for several consecutive months.

**Course training.** Subjects that require in excess of three hours to cover may be scheduled over the course of several months, with two nightly sessions per week until completion. This would be used for such courses as the Community Emergency Response Team (CERT) training with the Citizen Corps, First Aid, etc. Training that can be completed in less than 12 hours might be scheduled over the course of one weekend at the post.

**Legion College.** Short seminars using a host of currently available DVDs covering a variety of American Legion topics in conjunction with subject matter expert presenters can be organized, advertised, and scheduled to be completed over the course of one weekend. The training can be provided in conjunction with your district or department commander with Legionnaires from around the area invited to participate. Consider opening such a venue to all veterans in the area.

### BASIC TRAINING

#### The Fundamentals of Teaching

Here are some basic training considerations to help ensure success of a post training program. Bear in mind that the concepts discussed apply to various delivery methods. Whether you are developing a classroom session or a computer-based lesson intended for individual presentation, you'll still want to include the same elements in your lesson plan, and concentrate on establishing a proper environment.

#### Establish a Good Environment

Creating a good training environment involves not only providing a physical space conducive to learning, but also providing the motivation and incentive for your members to learn about The American Legion family and to become actively involved in your programs and activities.

#### Motivation/Rewards

Military combat training provides tremendous motivation – learning the skills that significantly increase survival in meeting and defeating the enemy. While that is a tremendous motivator to listen and learn, there are a number of ways to motivate your post members to actively participate in post training.

Consider the following:

- **Make it fun.** In using the many multi-media resources available (discussed later in this guide), group training provides an ideal platform for camaraderie and social interaction.
- **Post rewards.** Develop an incentive program within the post offering achievable rewards for members completing different levels of training. Such rewards could include free dinners, recognition plaques, mention in the post newsletter, etc.
- **Certificates of Completion.** Provide a “diploma” from your post to members when they complete each course of instruction. These can be made on a home computer using software readily available. Set up training files for each to document their overall development.
- **Guest speakers.** Invite local experts to discuss relevant topics associated with the training being conducted. For example, when training members about The American Legion Baseball program, invite former players/coaches to give their perspective.
- **Upward mobility and training.** Discuss the advantages of learning as much as possible about The American Legion. District, department, and national officers have extensive knowledge of the organization that they amassed from years of training and participation in various programs. Training today's new members could very well place them on the path to be future national commanders.



### TECHNIQUES TO USE IN TRAINING

Following are a list of proven training techniques. Each is designed to promote participation and interaction with the participants. You may want to incorporate some of these techniques into your post training sessions.

#### **Brainstorming**

Give participants a topic or a question. Ask them to think about as many items related to the topic or question that they can. Write down all their responses (no wrong answers). Guide learners to determine the best ideas presented.

#### **Case Study**

This technique provides participants with a description of an event, incident, or situation related to the subject under discussion. Participants analyze the case and report their findings to the entire group.

#### **Comment Cards (for shy participants)**

Hand out cards to all participants at the beginning of the session. Participants can write comments on the cards and hand them to the trainer at any time. Address the questions and concerns with the group and if necessary, in private.

#### **Demonstration (Role Play)**

Ask participants to practice a new skill by showing what they have learned to the rest of the group. Such demonstrations allow learners to “try out” new learning.

#### **Drawing or Illustration**

Some participants learn best through visual activities. Consider illustrating a concept through a drawing rather than explaining it in words or ask participants for a volunteer who could illustrate what you have verbally taught in a drawing.

#### **Energizers**

After lunch or late in the afternoon, participants may become lethargic and unmotivated. Revitalize their energy with a brief fun activity (either physical or not) that gets learning moving!

#### **Gallery Walk**

Post items for participants to review around the training room. Participants walk around the room reviewing the displayed items or answering a question. Ask participants to record their observations or answers for each item. Have participants complete an activity at each stop, or contribute to each item in some way. Reconvene and discuss.

### **Group Feedback**

After a demonstration or observation (role-playing, video), ask for feedback. Feedback should be constructive and not judgmental or negative about other participants' performances. Feedback helps participants recognize their strengths as well as areas needing improvement.

### **Observation**

Participants observe an activity. Once the activity is concluded, they provide feedback.

### **Reflection**

Give participants specific questions to consider, and have them write down their thoughts. Discuss what they have learned with other participants. Make a plan on how to apply the new skills or knowledge to post activities. Reflection helps participants synthesize new material and connect it to their own experiences.

### **Storytelling**

Narrate a story. It could be a personal experience, fictional, an allegory, etc. Use the story as a way to open a discussion, engage participants, share experiences, pose and/or solve problems, and aid understanding.

*“Never regard study as a duty, but as the enviable opportunity to learn to know the liberating influence of beauty in the realm of the spirit for your own personal joy and to the profit of the community to which your later work belongs.”*

— Albert Einstein

### THE PHYSICAL ENVIRONMENT

There are a number of ways to provide training including:

- **Group lecture** – The most traditional format. However, today's multi-media resources offer a plethora of instructional aides to enhance the group experience and promote open discussion of the material presented. Sharing personal anecdotes on the subject matter and facilitating group exercises prompts questions that expand topic understanding and reinforcement. Simulations that include case studies, actual cases, role play, decision-making games and computer simulations may be used. Conducted by a subject matter expert.
- **Individual instruction** – Available through online courses that are certified and recorded with the issuance of a course completion certificate that the individual can print and provide to your training chairman. These courses are self-paced and can be completed at the convenience of the student. Also available by mail, The American Legion Extension Course Institute enables students to complete the course in four separate units with mail-in open-book exams. This is an ideal general knowledge instrument about the The American Legion available to all Legionnaires.
- **Interactive Online Courses** – Offer lessons in units and direct communication with an instructor to grade online exams and answer questions.
- **Training DVDs** – Can be used in a classroom setting or by an individual. Digital Video Disks provide instruction with video segments, contain printed handouts relative to the subject which the instructor or student can print as well as a lesson plan to be used by an instructor-facilitator for group training.
- **Web Conferencing** – Provides the opportunity to hold your meetings, trainings and discussions online, avoiding unnecessary travel expenses. It is a cost-effective, simple and time-efficient alternative that allows our members to be able to do more and travel less. Web conferencing allows the presenter to build trust with face-to-face conferencing, share any and all applications, record video communications and broadcast video meetings to anyone, anywhere.
- **Virtual Training** – The newest technology that is emerging from the computer “gaming” world. Instruction is provided in a “virtual” world where the student moves through a video environment and interacts with others to gain information on a variety of topics. Young people relate well to this methodology which is still being developed.

Regardless of the technique you use for your training (and you'll probably incorporate several techniques into your program), you should strive to provide the best physical environment possible to eliminate barriers and stumbling blocks. Your "classroom" should be away from other distracting activities such as the bar or dining room. Make sure the lighting and temperature are comfortable and that your students are able to focus on the training without distractions. If you are presenting DVDs or computer presentations, invest in the equipment needed to clearly display or project those elements to everyone. If you have computer-based training designed for individual instruction, try to have a computer available at your post for those who may not have access to the internet or a computer. And if you establish a schedule, stick to it! Like any other Legion meeting, your "students" will appreciate a professional, positive atmosphere and will be more likely to participate in your training and future activities as a result.

### DEVELOP A PLAN

One of the first things you should do as you implement your training program, is to begin developing a file or notebook of all of your lesson plans. These lesson plans will be the guide for all future training and will provide the content for all of your classes so that regardless of the instructor, your training will be consistent.

A lesson plan is a written guide to ensure that you achieve the intended learning outcomes. It provides specific definition and direction on learning objectives, equipment, instructional media material requirements, and conduct of the training. It prevents training from becoming haphazard and provides for training standardization. It includes all of the details required for the presentation including ways to assess student progress.

Many of the training materials provided by national headquarters will have recommended lesson plans that you can adapt for your post. If you are developing material just for your post or department, here are some guidelines on how to prepare a lesson plan.

### Elements of a Lesson Plan

#### Title and administrative information/requirements

This is where you outline the resources you will need for the training, including classroom, audiovisual equipment and handouts. It can also include references for the instructor to study for background information or contacts to find more information.

#### Introduction:

##### Tell them what you want them to learn and why

It is important to establish from the beginning what you will cover during the lesson and why they need to know it. This prepares the student mentally for the information and motivates them to listen. Clearly established objectives can also keep the instructor from straying from the subject at hand. Objectives should be written with a specific outcome in mind and should be task or knowledge oriented.

For example, a well-written objective would be, “The student will be able to accurately fill out a Legion membership application and submit it to the post adjutant.” That explains exactly what the outcome will be. A weaker version would be, “The student will learn about membership applications.” The second statement doesn’t indicate what the student will actually be able to do at the end of the lesson. The sample lesson plan at the end of this chapter provides examples of specific objectives.

You can be as specific in writing your objective as to include the standards to which the student must perform. For example, “The student will be able to prepare the Post Membership and Activities report in one hour or less with no more than three errors.” Most of your training scenarios probably won’t require that degree of precision, but it is helpful if you need to certify someone to perform specific tasks at your post.

#### Lesson Content: The body of the lesson

This is the meat of your lesson plan. There are many ways in which to format the body of your lesson, ranging from a basic outline to an actual “script” of what to say. The latter should only be used when specific instructions are needed. An outline allows the presenter to put the information into his or her own words and make it more spontaneous. Most lesson plans will be a combination of bullet statements and fully scripted statements. Be sure to cover all of the objectives listed in your introduction, and provide enough information to make sure the students can learn or perform to the level you wish.

In addition to the basic content of your lesson, include notations where you want to include discussion or Q&A sessions. You might want to throw out a few questions at the end of each section to make sure your students are paying attention or understand what you’ve presented. It also breaks up the lesson and provides some relief from an extended lecture. Allow and encourage as much discussion and interaction as possible without getting off-topic or dealing with more detail than nec-

essary. It's a good idea to include these discussion breaks in your lesson plan to make sure they take place.

See the sample lesson plan at the end of this section for some of the elements you can include in your plan. Remember to include enough information so that anybody can give the lesson and achieve the same results.

### **Evaluation: Determine whether the objectives were achieved**

There are many ways to evaluate your students understanding of what has been covered. If you've given a lesson on completing membership applications, have them actually fill out an application and then check their work to make sure it was done correctly.

For short, informal training sessions, use of verbal questioning of the trainees should provide an indicator of how successful the instructor was at meeting the training objective(s). Some instructors measure success by the level of student participation in discussions, team projects or questions asked.

Training which involves a number of objectives and required skill sets might be evaluated by completion of team projects that utilize newly learned knowledge and skills.

The old "written test" remains the standard; a short set of multiple choice questions at the end of the instructional series is a reliable instrument to gauge effectiveness.

### **Close: Tell them again what they learned, why they learned it and what to do with their new skills and knowledge**

Repetition is often the key to learning. A good way to finish a lesson is to summarize what you have just covered and review the main teaching points of the lesson. Then remind them of why they need to know what they've learned and how it will make them better Legionnaires or make their post or program function better. Always try to leave your students with a positive impression and motivate them toward improving themselves and the post.

### **The final step: Put the skills to use**

The best way to reinforce what you have taught and to engage your members in the post, is to put them to work right away, using their newfound skills or knowledge. Be sure to keep records of which members have been trained in specific areas, so you can put them to work in the areas they feel most comfortable and knowledgeable. One of the best membership and retention tools is to have your members feel like they are vital and valuable members of the post.

# Basic Training: Sample Lesson Plan

## A SAMPLE LESSON PLAN

The following is a sample lesson plan showing the aforementioned elements for illustrative purposes.

**Lesson Plan:** The American Legion Emblem

**Date:** August 1, 2008

**Written By:** John Q. Legionnaire

**Type of lesson:** Lecture

**Length:** 30 minutes

**References:** The American Legion “Public Relations Handbook”, American Legion Manual of Ceremonies, American Legion “Name and Emblem Identification System Manual and Style Guide, Resolution No. 11 (May, 2005)”

**Classroom Requirements:** Conference room with seating for attendees.

**Handouts:** “The American Legion Emblem History and Use”  
One per student.

**Audiovisual:** Computer, projector and screen, if available, otherwise refer to handout. Podium and PA system with one microphone.

### I. INTRODUCTION

- a. The American Legion emblem is the symbol of our organization. All members should understand what the design elements represent.

- b. Illegal or improper use of the Legion Emblem could result in fines or legal action being taken against them or their post.
- c. Objectives
  - i. The student will be able to identify the six elements of the Legion Emblem and discuss their meaning.
  - ii. The student will be able to describe the difference between trademark and copyright as it applies to The American Legion Emblem.
  - iii. The student will know when they need to receive permission from national headquarters before using the Legion Emblem on correspondence, publicity and merchandise.

### II. BODY

- a. The Legion Emblem was designed in 1919.
- b. Emblem consists of six elements. (Reveal in PowerPoint or follow handout as each is discussed).
  - i. **Rays of Sun** – The Rays of the Sun form the background of our proud Emblem, and suggest that the Legion’s principles will dispel the darkness of violence and evil.
  - ii. **Wreath** – The Wreath forms the center, in loving memory of those brave comrades who gave their lives in the service of the United States, that liberty might endure.
  - iii. **Star** – The Star - victory symbol of World War I, signalizes as well honor, glory and constancy. The letters U.S. leave no doubt as to the brightest star in the Legion’s Emblem.
  - iv. **Two Large Rings** – Two Large Rings the outer one stands for the rehabilitation of our sick and disabled buddies. The inner one denotes the welfare of America’s children.
  - v. **Two Small Rings** – Two Small Rings set upon the star. The outer pledges loyalty and Americanism. The inner is for service to our communities, our states and the nation.

- vi. **Words, “American Legion”** – The words American Legion tie the whole together for truth, remembrance, constancy, honor, service, veterans affairs and rehabilitation, children and youth, loyalty, and Americanism.
  - c. **Copyright and Trademark**
    - i. A “trademark” or “service mark” is a word, name, symbol or device, or any combination of these, adopted and used by a person, company or organization to identify its products or services and distinguish them from the products or services of others.
    - ii. The Legion Emblem is a trademark. The term “The American Legion” is a service mark.
    - iii. When printed, “The American Legion” should always have either all caps or all Initial caps. (Show examples. Correct: “THE AMERICAN LEGION” or “The American Legion.” Incorrect: “the American Legion” or “the Legion.”)
    - iv. Permission to use the Emblem by our Post.
      - 1. Emblem can be used for printed letterhead, posters publications, signage, etc. used to identify the Post and to conduct authorized business and activities.
      - 2. All merchandise provided by National Emblem Sales is approved and authorized.
    - v. When we (the Post) need permission to use the emblem.
      - 1. When merchandise or apparel will be manufactured for resale or mass distribution, approval to use the Emblem and “The American Legion” service mark are required.
      - 2. Designs must be submitted in accordance with National Resolution No. 11, “Rules And Regulations Governing Use Of The Name And Emblems Of The American Legion” from May, 2005.
  - vi. Unauthorized use of the Emblem and name shall be considered in violation of the rules and regulations of the National Organization Public Law No. 663, adopted by the 76th Congress.
  - vii. How to obtain permission to use the Emblem.
    - 1. Posts submit requests to Department in accordance with Resolution 11. Forms can be downloaded from [www.legion.org](http://www.legion.org).
    - 2. Ultimate approval rests with the National Adjutant.
- ### III. EVALUATION
- a. Are there any questions?
  - b. Ask students the following questions:
    - i. How many elements are there in the Legion Emblem? (Six)
    - ii. Is the Emblem a service mark or a trademark? (Trademark)
    - iii. Who should we notify if we suspect a violation of the use of our Emblem? (National Adjutant)
- ### IV. REVIEW
- a. We have discussed the six main elements comprising our Emblem, and their meaning.
  - b. We identified the differences between trademark and service mark and discussed the proper way to display the name of our organization.
  - c. You have learned the procedures required to apply for permission to use the Legion Emblem on post merchandise.
  - d. Knowing when you need to apply for permission will avoid legal problems in the future.



### LEGAL TRAINING

Every post of The American Legion should have an attorney and Certified Public Accountant (CPA) on retainer. He or she can assist with legal issues and provide appropriate training as needed in applicable areas. Additional recommended training includes attending the National Judge Advocate seminar at scheduled department venues when available. Consider training by your Department's Judge Advocate.

Recommended legal resource documents include:

- **The American Legion National Constitution and By-laws** (Stock #11-011, Product #755.202)
- **The Declaration of Independence and The Constitution of the United States of America (As Amended)** (Product #755.206) Cost: \$0.60 each; \$5.95/50
- **Uniform Code of Procedure for the Organization of National Conventions of The American Legion** (Stock #10-007)
- **Rules of the National Executive Committee of The American Legion** (Stock #10-150)
- **Tax Guide - Veterans' Organizations** (IRS publication: Publication #3386, Catalog #27489D)
- **Gaming Publication for Tax-Exempt Organizations** (IRS publication: Publication #3079, Catalog #25706L)

- **Name and Emblem Identification System Manual and Style Guide** (Product #755.207) Cost: \$1.50 each
- **Memorandums and Information Handouts:** Reference materials used in National Judge Advocate presentations. (available from the office of the National Judge Advocate)

*“Anyone who stops learning is old, whether at 20 or 80. Anyone who keeps learning stays young.”*

— Henry Ford

## TRAINING RESOURCES

As you can see, training can be developed and presented within your post or by using the many available training products from national headquarters. Lesson plans can be augmented with guest speakers that are subject matter experts, handouts and workbooks, related videos and yes, even “homework.”

## Current Training DVDs and Powerpoint Presentations

The following materials are currently available from national headquarters.

TITLE	FORMAT	REMARKS
For Which It Stands	DVD	Flag Etiquette video for school children. Purchase through National Emblem Sales. Includes teacher and presenter guides.
American Legion Baseball “Play Ball”	DVD	Training, promotion and marketing video about American Legion Baseball. Distributed through National Americanism Commission.
America’s Veterans (Product #755.402) Cost: \$3.95	DVD and VHS	Focuses on importance of veterans and why we celebrate Veterans Day. Purchase through Emblem Sales.
The American Legion High School Oratorical Scholarship Program “ A Constitutional Speech Contest”	DVD	“How To Conduct an Oratorical Contest” and “Judges Briefing”. Distribution provided by National Americanism Commission.
Responsibilities of a District Commander	DVD	Training DVD distributed by the Internal Affairs Division.
Membership and Post Operations Training 2 DVD Set	DVD	Training DVD - Developing an Effective Post Membership Team (Includes PR Video) and “Guidelines for Post Operations and Leadership.” Distributed by the Membership Division.
Post Public Relations	DVD	Training DVD on developing and executing a post public relations program. Distribution provided by the Public Relations Division. Replaces PR=Membership Success.

## Training Resources: Current Training DVDs and Powerpoint Presentations

TITLE	FORMAT	REMARKS
Conducting A Successful Blue Star Salute Event	DVD	Distribution on request through the Public Relations Division. Provided with the Blue Star Salute Booklet.
Michael Peterson's "It's Who We Are"	DVD	Video contains segments on American Legion Legacy Fund Public Service Announcement, the title song and a "four pillars" segment to show to general audiences. Available from the Americanism Commission. Ideal video for use at public speaking events about The American Legion.
Four Pillars Campaign	DVD	60-second Television Public Service Announcement and various print ads of different sizes.
The National Legislative Council – Responsibilities and Procedures.	DVD	Training DVD about lobbying for American Legion positions. Distributed by the Legislative Division.
Boys State and Girls State	DVD	Recruiting and promotion video for post chairmen to use for recruiting potential students and selling to schools and sponsors. Distribution provided by the Americanism Commission.
Heroes To Hometowns (H2H)	DVD	Training DVD for posts and departments outlining tasks and responsibilities associated with supporting the H2H program. Distribution from the VA&R Division.

TITLE	FORMAT	REMARKS
Children & Youth	Powerpoint	Various topics on Children & Youth as presented at the National Conference.
American Legion Extension Institute	Powerpoint	Available from National Internal Affairs & Membership Division.
ALPOP Training	Powerpoint/PDF	Informational presentation covering the ALPOP & AIM! software package.
Member Benefits	Powerpoint	Available from the Marketing Services Group.
National Emergency Fund	Powerpoint	Available from National Internal Affairs & Membership Division.
Heroes to Hometowns (multiple presentations available)	Powerpoint	<ul style="list-style-type: none"> <li>• H2H Introduction (presentation)</li> <li>• VAVS Presentation</li> <li>• H2H Volunteer Management (presentation)</li> <li>• H2H Networking (presentation)</li> <li>• H2H Diverse Volunteers (presentation)</li> <li>• Employment &amp; Education (presentation)</li> </ul>

### HANDOUTS/BOOKLETS

Many pamphlets and materials are available for you to order through the national organization to aid in your training efforts.

#### ORDER INFORMATION

To order any of the instruction materials or handouts identified in this guide, call The American Legion National Headquarters at 1-317-630-1200 and ask for the division that oversees instructional materials for the topic(s) needed. Or send an email request to the applicable division. Many free items are also available for download from The American Legion Web site: [www.legion.org](http://www.legion.org).

#### When ordering by mail, write to:

- applicable division -  
The American Legion  
P. O. Box 1055  
Indianapolis, IN 46206

#### When ordering quantities of cost items, contact:

National Emblem Sales (American Legion Flag & Emblem)  
Ph#: 1-888-453-4466  
Web: [emblem.legion.org](http://emblem.legion.org)

#### When ordering cost items by mail, write to:

National Emblem Sales  
The American Legion  
P. O. Box 1050  
Indianapolis, IN 46206-1050

#### Veterans Affairs & Rehabilitation

- **Guide for Women Veterans - Identifying Risks, Services and Prevention:** Guide on women in the military, transitioning from active duty, women's veterans' health issues, breast cancer self-exam guide, mental health issues and services available for women veterans. (Stock #70-001)
- **Post Traumatic Stress Disorder:** Guide explaining Post Traumatic Stress Disorder (PTSD), symptoms, who gets it, combat and other deployments, families, military sexual trauma, what can be done, how to file a claim and resources. (Stock #70-003)
- **What to do Before a Veteran Dies:** Provides information on gathering important documents, VA burial and memorial benefits, burial in a VA National Cemetery, headstones and markers, burial flags, reimbursement of burial expenses, presidential memorial certificates, Arlington National Cemetery and military funeral honors. (Stock #70-021)
- **Veterans: The War Against Hepatitis C:** Provides information on Hepatitis C, knowing your risks and planning your attack if you are infected. (IB 10-54)
- **The American Legion Debt Management Guide:** Guide that explains the Debt Management Center, collection process, settlement options, payment options, notes and diary of events and financial status reports. (Stock #70-015)
- **MY GI BILL:** The American Legion guide to veteran's education benefits. (Stock #70-012)

## Training Resources: Handouts/Booklets

- **Sourcebook for Military Personnel and Veterans:** Pocket resource that provides information on U.S. military operation locations/time periods, VA disability, educational, employment, family, health care, insurance and home loan benefits. (Stock #70-002)
- **Agent Orange Benefits and Programs – A Guide for Vietnam Veterans and Their Families:** Brochure explaining Agent Orange benefits for Vietnam veterans and their families, eligibility for Agent Orange-related compensation, dependency and indemnity compensation and temporary financial assistance. (Stock #70-006)
- **Gulf War Benefits and Programs – A Guide for Veterans and Families:** A guide giving the basics on benefits – insurance, VA pension, veterans preference, upgraded discharges, disability compensation, getting help to complete applications, advocacy and obtaining family benefits. (Stock #70-004)
- **Welcome Home – Operation Iraqi Freedom & Operation Enduring Freedom Veterans:** Veterans benefit summary of VA Disability Compensation, VA medical care, dental treatment, vocational rehabilitation, and much more. (Stock #70-024)
- **Veterans affairs and Rehabilitation Code of Procedure:** Internal staffs guide explaining The American Legion Code of Procedures – recognition of representative or organizations, power of attorney and other VA claims regulations. (no Stock #)
- **Heroes To Hometowns:** Heroes to Hometowns application to request for assistance. (Stock #70-026)

## Economics

- **Active Duty Legal Rights – Guide to the Servicemembers Civil Relief Act; Uniformed Services Employment and Reemployment Rights Act; and other resources:** A guide that outlines protections provided by Congress for servicemembers who have been activated to serve their nation in the global war on terror. (Stock #74-003)
- **Job Fairs For Veterans:** This guide is an overview of how your post can link employers with a pool of job seekers that are talented and adequately prepared due to military training. (Stock #70-018)
- **Employment Service Awards:** These are applications for departments to confer national recognition annually on one outstanding Local Veterans Employment Representative (LVER), one Disabled Veteran Outreach Program (DVOP) specialist, and one local Employment Service office.
- **Employer Awards Program:** These are applications for departments to recognize employers and individuals that hire and assist veterans in obtaining and maintaining gainful employment.
- **A Resource Guide for the Homeless Veteran:** This pamphlet is intended to help homeless veterans locate resources and benefits that are available to them because of their military service.
- **Questions and Answers About Your first Resume:** A pamphlet that provides veterans with tools that assist them in writing their resume. (Stock #B0058)

- **Pocket Guide to The American Legion's Economic Award Program:** This pamphlet explains procedures to nominate employers and individuals across the country who have established outstanding records in the employment and retention of disabled and nondisabled veterans. (Stock #74-002)
- **The American Legion Primer on Veterans Preference:** A guide that explains the 5 and 10 point veterans' preference and how this preference benefits veterans in applying within the federal government. (Veterans Preference Information) (Stock #70-014)
- **Manual for Employment Chairmen:** This manual provides the policies, programs, and other significant information concerning The American Legion's National Economic Commission. (Stock #74-001)
- **VA Home Loan:** A guide that gives general rules for eligibility when applying for a VA home loan. (Stock #70-013)
- **Legislative Action Center (<http://capwiz.com/legion/home/>):** An interactive website maintained by The American Legion National Legislative Commission that provides a vast array of information from legislative alerts to tracking of specific legislation to effective vehicles for contacting elected officials, Federal agencies and the media.
- **The National Legislative Council Responsibilities and Procedures:** A DVD available through The American Legion National Legislative Commission to assist those selected to serve on the National Legislative Council.

### Internal Affairs & Membership

### Legislative

- **Post Officer's Guide and Manual of Ceremonies:** The principle handbook to assist American Legion officers in fulfilling their responsibilities. (Stock # 30-106) (Product #755.008) Cost: \$3.95
- **Post Adjutant's Manual:** A blueprint to help Legionnaires handle their daily duties as post adjutant. (Stock #30-118)
- **Post Operations Manual:** A guide to set up accounting procedures for the post. (Stock #30-108)
- **Post Membership Team Training Guide:** A guide to assist membership teams with methods for recruiting and tools for retaining members. (Stock #30-002)
- **District/County Commander Guide:** A resource guide to assist district/county commanders with their responsibilities. (Stock #30-003)
- **Legislative Handbook for The American Legion Family:** Brochure available through The American Legion National Legislative Commission to assists those interested in the legislative process. Cost: \$6/100
- **How Thoughts Become Laws:** Brochure available through The American Legion National Legislative Commission that serves as a step-by-step process from an idea, to a resolution, to a bill and finally enactment as a public law. Cost: \$9/100

## Training Resources: Handouts/Booklets

- **American Legion Extension Institute:** A home study course of all phases and aspects of the Legion. Available for purchase through Emblem Sales. (Product #755.210) Cost: \$6.95 each; \$5.95 (50 or more)

### National Security & Foreign Relations

- **Disaster Preparedness and Response for American Legion Posts:** Detailed recommendations on participating in your community's disaster preparedness and response plan. (Stock #58-002)

### Americanism and Children & Youth Division

#### Americanism – General

- **Action Programs:** An overview of 13 major Americanism programs. (Stock #20-001)
- **Americanism Manual:** A guide for planning and conducting Americanism activities. (Stock #20-002)
- **Americanism Chairman's Guide:** A complete breakdown of all duties and key responsibilities for the Legion department chairman. (Stock #20-003)
- **Declaration of Independence and Constitution of the United States of America:** The text of both documents. (Product #755.206) Cost: 1-99 copies \$.60 each; \$45/100
- **Geography Coloring Book:** Activity book gives children concept of their position within the vast world. For lower elementary grades. (Product #755.303) Cost: \$.50 each; \$15/50

- **Get Out The Vote:** Information on conducting community voting related activities. LIMITED AVAILABILITY (Stock #20-006)
- **Know Your America:** A 64-page study course on Americanism. (Product #755.205) Cost: \$1.95 per copy
- **"Light Of Liberty" Comic Book:** Details our fight for freedom, how government works and the rights and responsibilities of every citizen. (Product #755.301) Cost: \$59/100
- **"Our Country's Veterans" Comic Book:** Teaches children about our veterans and why we should honor them. (Product #755.304) Cost: \$59/100
- **Veteran Of The Month:** Information on how to conduct a program for your community. (Stock #22-007)

#### Baseball

- **Baseball Brochure:** Emphasizes the benefits and reasons for posts to sponsor American Legion Baseball teams. (no stock #)
- **Baseball Rulebook:** Rules and regulations unique to American Legion Baseball. (Stock #21-001)
- **"It's Time To Play Ball!" American Legion Baseball DVD:** A three-part DVD that explains the benefits of sponsoring and playing American Legion Baseball. (no stock #)

### Boys State

- **Boys State Program:** A comprehensive overview of the government instruction program for high school students. (Stock #20-004)
- **American Legion Boys State Prayer Manual:** Suggested sample memorial service messages and prayers for use by Boys State programs. (Stock #23-012)

### Chaplains Program

- **Saga Of The Four Chaplains:** Story of these men and the Chapel of Four Chaplains in Pennsylvania. (single copies only)
- **Chaplains “How To” Manual:** A resource “How to” manual for American Legion department and post chaplains. (Stock #23-011)
- **Chaplains Prayer Manual:** Prayers and services for all occasions. (Product #755.111) Cost: \$1.50/copy
- **Service To God And Country:** A handbook for American Legion chaplains. (Product #755.112) Cost: \$1.25/copy

### Children & Youth

- **Department Children & Youth Chairman’s Guide:** A complete breakdown of all duties and key responsibilities for the Legion chairman. (Stock #24-018)
- **Children & Youth Program Piece:** A must for any Children & Youth volunteer. This booklet covers everything. (Stock #24-014)

- **April is Children & Youth Month:** A guide to help you with your observance. Includes many program suggestions. (Stock #24-022)
- **Make Halloween a Safe and Fun Night:** Designed for children. Facts on “Trick or Treat” safety. (Stock #24-012)
- **Warning Signs:** Designed for children and adults. Facts about youth suicide. (Stock #24-005)
- **“Gateway” Drugs:** Designed to help children make responsible decisions. Basic facts on alcohol, marijuana, tobacco and inhalants. (Stock #24-006)
- **Temporary Financial Assistance:** Basic overview and description of TFA program. (Stock #24-008) (Applications available through department headquarters or Children & Youth Chairmen - Stock #24-015)
- **Family Support Network:** Designed to promote support for military families. (Stock #24-010)
- **National Family Week:** Emphasizes the importance of family togetherness during the week of Thanksgiving. (Stock #24-009)
- **Play It Safe:** A short course in child safety - Designed for use by parents to teach safety facts to children. (Stock #24-030)
- **The American Legion & Children’s Miracle Network:** Explains the Legion’s relationship with Children’s Miracle Network and the benefits of this alliance. (Stock #24-024)



## Training Resources: Handouts/Booklets

### Education

- **Adult Literacy:** Suggestions for post and unit involvement. Lists resources for national literacy groups. (Stock #23-009)
- **American Education Week:** Suggestions for post and unit participation in AEW. Revised annually. (Stock #23-006)
- **Pact in Education Handbook:** Suggestions for conducting a well-rounded education program for post and unit involvement. (Stock #23-002)
- **Policy on Education:** Our position on the status of education in America. (Stock #23-005)
- **School Award Medal Program:** Program to develop ideals of Americanism in young people. (Stock #23-007)
- **Guide for Parents and Students:** Gives parents and students hints for planning their future education. (Product #755.209) Cost: \$.10 per copy; \$3.95/100
- **Need A Lift?:** College scholarship listings; career, college profile, and financial aid information for higher education. (Product #755.509) Cost: \$3 each; \$150/100
- **Eight and Forty Nursing Scholarship Fund:** Fact sheet about how qualified applicants can receive scholarships. (Stock #24-001)

### Flag Education

- **“For Which It Stands” Flag Education DVD:** A 20-minute video and learning activities with teacher’s guide. Designed to help grades 5-9 meet state education mandates for required flag education. Topics include the history,

significance, meaning, proper display and treatment of the U.S. Flag. Flexible options for Legion presenters or teachers. (Product #755.400) Cost: \$9.95

- **The Flag Code:** A history of the Flag; illustrates and describes how to display and respect it. (Product #755.201) Cost: \$.20 per copy; \$18/100; \$150/1,000
- **Let’s Be Right On Flag Etiquette:** Questions and answers on the proper treatment for the American Flag. (Product #755.200) Cost: \$1.00 per copy; \$80/100
- **“Our Country’s Flag” Comic Book:** Educational comic book relates the history, significance and proper treatment of the United States Flag. (Product #755.300) Cost: \$59/100
- **“I Pledge Allegiance” Comic Book:** Teaches children how to pledge allegiance to our Flag properly. (Product #755.302) Cost: \$59/100

### Junior Shooting Sports

- **Junior Shooting Sports:** Airgun marksmanship and safety program. (Stock #22-003)
- **Junior 3-Position Air Rifle tourney Official Match Program:** Information, requirements and entry form for matches leading to national competition. (no stock #)
- **Junior Shooting Sports Handbook - Shooter’s Guide:** Provides a thorough explanation of the essential fundamentals needed for success as an entry-level competitive shooter. (Product #755.208) Cost: \$2 each; \$75/50

### Oratorical Contest

- **National High School Oratorical Contest Finalists Orations:** Printed text of annual final three orations. (no stock #)
- **National High School Oratorical Rules :**Rules, regulations and contest information for participants and chairmen. (Stock #22-005)
- **National High School Oratorical Chairman's Guide:** "How To" booklet for chairmen. (Stock #22-006)
- **National High School Oratorical Contest Promotional Brochure:** Full color, 3-panel brochure highlighting the contest. (Stock #22-008)
- **Oratorical Contest DVD:** Includes the "How To Conduct the Contest," "Contest Judges Briefing" and the most recent National Finals videos and Public Service. (no stock #)

### Scouting

- **Eagle Scout Of The Year:** Application form and instructions to apply for the Eagle Scout of the Year Scholarship. (Stock #22-002)
- **The American Legion And Scouting:** The Boy Scout Program: What it offers and how a post can become a sponsor. (Stock #22-001)
- **The American Legion And Scouting Square Knot Award:** Information, eligibility, and selection requirements for the award. (Stock #22-010)

### American Legion Child Welfare Foundation

- **Child Welfare Foundation (CWF) General Information:** All about the foundation. (Stock #25-005)
- **Contribution Envelopes:** All-in-one envelopes designed for easy use by the contributor. (Stock #25-008)
- **Grant Guidelines:** Includes information on limitations, submission process and application policies. (Stock #25-001)
- **Contribution Cards:** Fill in the blank card used to designate contributor. (Stock #25-002)
- **Annual Awards:** Brochure lists our special awards presented annually for outstanding support. (Stock #25-004)

### Library Division

- **Resolutions and Reports:** Guidelines on writing resolutions and reports for The American Legion. Available free on request from the National Headquarters Library. (no Stock #)

### Public Relations Division

- **Public Relations Handbook:** A post-level guide for the PR officer. (Stock #58-023)
- **Blue Star Salute:** An Armed Forces Day celebration. (Stock #58-035)
- **A Day to Remember:** Event planning and promotion guide for a community commemoration of September 11, 2001. (no Stock #)

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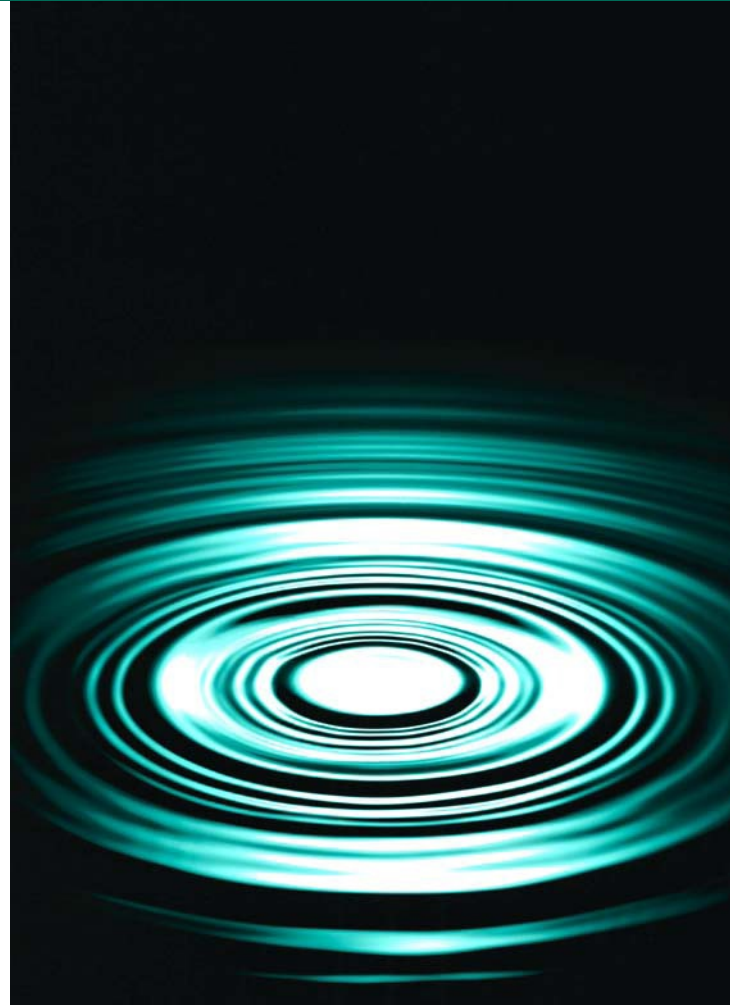
## CONCLUSION

There are numerous training topics that your post training officer can provide your members to increase the effectiveness of your post, its programs and outreach to the community. Many of these subjects can be taught with instructional resources already available from national headquarters. New training videos, booklets, and interactive courses are under development every day at The American Legion National Headquarters. Check frequently at [www.legion.org](http://www.legion.org) for new instructional offerings. Other courses can be designed by your training officer specifically for your members using experts at your post or in the community.

Everyone loves to learn something new. By offering training opportunities, you add zest to your post schedule, mentor younger members, and broaden the horizons of others. Remember, there are opportunities all around you to expand the potential of future leaders of our organization. Perhaps a member of your post might be tomorrow's American Legion National Commander.

If you have questions regarding training in any specific subject matter discussed in this publication, please call the applicable division at headquarters. If you are unsure of which division, contact the national public relations office at (317) 630-1253 or [pr@legion.org](mailto:pr@legion.org).

Happy training!





THE AMERICAN LEGION  
GUIDE TO POST TRAINING



THE AMERICAN LEGION

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