

EDUCATION & TRAINING PROGRAM 2011-2012

Education & Training Committee

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The Veteran's of Foreign Wars, Department of California will be implementing a newly revised education and training program for the year 2010 - 2011 on the daily operations of a post with/without canteens. This program will consist of four to six mandatory hours of training to District Commanders and District Inspectors to give them the tools for Post Operations. Training will be ongoing as new information becomes available. The State Commander has appointed three Co-Chairmen to the northern, central and southern regions for this training.

Expectation for Program:

- Each District will establish a standardized School of Instruction Agenda
- District Inspectors will be trained on how to inspect a Post properly
- Materials must be made available during each training session
- Co-Chairs will monitor to ensure the training meets established standards
- Quarterly Audits and Record Keeping will be a priority
- An open door policy will be made available to any Post member

Overview of the School of Instruction:

- Duties and responsibilities of Elected Post Officers
- Record Keeping/Financial
- By Laws and Manual Procedures
- VFW Department Programs
- County, State and Federal regulations
- Canteen Operations
- Official forms. Fees. Tax, insurances & etc...

District Inspectors:

- Understanding of By-laws and Manual procedures
- Should have some Quartermaster experience
- Conduct a thorough inspections as required on Post Inspection Sheet
- Provide accurate feedback
- Have ability to answer questions

Resource Materials:

- Each Post must possess current issue of VFW National By-Law, MOP
- VFW Disk – Information from National
- Informational leaflets and guidebook – Dept Program Guide Book
- General Orders/Memorandums from Department HQ
- All county, state and federal forms
- List of FAQs

Co-Chair's Responsibility:

- Work with State Inspectors
- Assist the District Commanders if requested in the School of Instruction
- Communicate with District Inspectors/Post Commanders
- Review Training Materials
- Have effective teaching skills

Quarterly Audits and record keeping:

- Maintain Accuracy
- Provide Reconciliations
- Proper approved accounting practices
- Filing and Records

Training Policy:

- Open to suggestions
- Teamwork
- Morale Building
- Positive Feedback
- Members appreciation

The goal of this program is to provide the resources so that each district will have the necessary tools to maintain a successful and profitable post/canteen. In order for this program to be effective, we must all work together in helping each other meet our goals. One very important aspect of this program is that we must be responsible for our own accountability. Commanders and Officers must work together to provide support to members so each VFW Post can proudly stand out as a successful organization among their community. Teamwork will be the key to our success.