



Attention Post Commanders, Quartermasters, Adjutants, Trustees and Service Officers

District 11 of Suffolk County will be hosting one (1) Officer Training Seminar (OTI) during the 2024-2025 year. The OTI will be held on Sunday, October 20, 2024, at Jayne-Lattin VFW Post 2913, 32 Edwards Street Patchogue NY, 11772. Registration will begin at 8:00 AM and the training will begin promptly at 8:30 AM. The cost of the OTI is \$30.00 per student. Breakfast and lunch will be provided. **Cut-off date for reservations is Monday, September 30, 2024.**

If you are a Commander, Quartermaster, Adjutant, Trustee or Service Officer at your post, this training will be essential and informative to help you succeed in your position. The OTI School will communicate important information regarding your responsibilities as an officer of the Veterans of Foreign Wars. We will be keying in on Post Commander duties, Post Quartermaster Responsibilities, Post Inspections, the Department and National websites. Memstats, Trustees Report of Audit, IRS 990' s, Election Reports, Quartermaster bonding and the materials that will be needed to be in compliance with the National By-Laws. We will also be incorporating training involving the Post Adjutant's responsibilities regarding entering Post information into the All-American Dashboard. If you have a laptop computer, you are encouraged to bring it with you to the training so you can access the National and Department Websites as they are explained.

For Commanders and Quartermasters to qualify for their "**White Hat**" for All-State in the Commander's 2024-25 Membership Program, **Post Adjutants, and Two Post Trustees MUST attend a Department or District OTI to qualify for All-State.** As a reminder, these officers who attend the OTI need to be on the election report at the time of training to qualify for All-State. Service Officer training is not required for All-State qualification for 2024-25; however, Post Service Officers *are still required to attend an annual training session at either a Department or District OTI* as required by the National By-Laws.

Please complete the enclosed OTI Registration Form. Registration forms may be photocopied if more are needed for everyone attending this important training session. Please forward registration forms with the appropriate registration fee to VFW District 11 of Suffolk County PO Box 1492 Ronkonkoma, NY 11779. Registration deadlines are indicated on the enclosed Registration Form. Breaks will be provided. **You must pre-register to attend this course. NO WALK-INS** will be allowed. An OTI Registration form is enclosed as well as a tentative class curriculum. We hope to see you at the training and take advantage of the important information that will be provided.

Yours in Comradeship,

William Hughes

William Hughes
District 11 Commander



DISTRICT 11 OF SUFFOLK COUNTY NEW YORK **VETERANS OF FOREIGN WARS**

OTI Program 2024-25

Jayne-Lattin Post 2913 Patchogue, NY

Sunday

- 0800-0830hrs REGISTRATION- **5350 QM, TWO TRUSTEES**
- 0830-0845hrs Welcome/Opening Remarks- **District Commander Hughes**
- 0845-0930hrs Programs- VOD/PP, EMT Award, FF Award, Police Officer Award, Scouting, VFW Grants- **District Commander Hughes**
- 0930-1015hrs Membership- **PDC Jeff Molitor**
- 1015-1030hrs **Morning Break**
- 1030-1115hrs Adjutant/ All-American Dashboard- **Sr. Vice Sandoval**
- 1115-1200hrs Service Officer- **Al Frances**
- 1200-1230HRS LUNCH BREAK***
- 1230-1300hrs Quartermaster, Duties & Responsibilities- **PCC Sid Lynn**
- 1300-1330hrs Trustee, Duties & Responsibilities- **WM Joseph VanEmmerik**
- 1330-1400hrs Post Officer Duties & Responsibilities- **WM Joseph VanEmmerik**
- 1400-1430hrs Sexual Harassment Training- **District Commander Hughes**
- 1430-1500hrs Community Service- **Joe Cignitore**
- 1500-1530hrs Inspections- **Jr. Vice Andy Veiga**
- 1530hrs-Till Q&A



VETERANS OF FOREIGN WARS DISTRICT 11
SUFFOLK COUNTY NEW YORK
OFFICERS TRAINING
32 EDWARDS STREET
PATCHOGUE, NY 11772



District 11 Officer Training Application

October 20th, 2024

Pre-Registration Only- No Walk-Ins

Commander Daniel Kell's 2024-2025 Membership Program for All-State requires at least two Trustees & the Adjutant to attend.

-The Trustee(s) & Adjutant must be an officer of the Post as reported on the Election Report at the time of the OT/ to receive credit for All-State.

-This will be the only DISTRICT 11 OT/ held for the year 2024-2025.

-Limited to 140 Attendees

Applicants will receive verification by email if email is provided.

COST \$30 PER STUDENT- ONE STUDENT PER FORM

Each Student will receive a Certificate of Attendance

NO REFUNDS

0800HRS TO 0845HRS SIGN IN

BREAKFAST AND LUNCH WILL BE PROVIDED

Name:		Your Current Officers Position per Election Report:	
Membership Number:		Email:	Post
Street Address/PO Box:			
City:		State, Zip Code	
CHECK #:		Phone Number:	

Checks must Accompany Applications
MAKE ALL CHECKS PAYABLE TO
& Mail all Applications and Checks to:

VFW District 11 of Suffolk County New York
PO Box 1492
Ronkonkoma NY 11779

[SCAN QR CODE TO PAY TODAY!](#)



RESERVATION CUT-OFF: September 30, 2024