

THE AMERICAN LEGION FRIDAY TRAINING SCHEDULE

Open to All Legion Family Members

Time	Room 1	Main Hall	Room 2	Room 4	Room 5	EAGLE Room
8:00-9:00	MyLegion	Boys/Girls State: Finding Kids	Commander	Chaplain	Zeffy / Fundraising	
9:00-10:00	Adjutant	VSO Overview	1st Vice / Membership Awards	Homeless Round Table	Be The One	District Commander Training
10:00-11:00	2nd Vice / Post Events	VSO Q & A	Americanism: Getting Started	HAM Radio	Branding / AI Logo	District Commander Training
11:00-12:00	Community Outreach	VSO Appeals	National Security	Grave Registration / Death Benefits	Judge Advocate (JA)	
12:00-1:00	LUNCH BREAK					
1:00-2:00	Awards Committee Meeting	VSO VA.gov Site	Legislation	Canva	Media / Communications	DEC 5
2:00-3:00	Awards Committee Meeting		Where to Find Help for Veterans	Military Museum	Gaming	DEC 5
3:00-4:00	Awards Committee Meeting		Awards Training: Who Do You Recognize?	Service Dogs	Treasurer	DEC 5
4:00-5:00	Awards Committee Meeting		Sgt-At-Arms	Women Veterans	Zeffy / Fundraising	DEC 5

All sessions are one hour unless otherwise noted. District Commander Training (9:00–11:00) and DEC 5 (1:00–5:00) are extended sessions in the EAGLE Room.

Friday Training Session Descriptions

Open to All Legion Family Members

Room 1

8:00 – 9:00

MyLegion

Bring your coffee and your computer! Whether you are new to MyLegion or experienced with the system, this session will guide participants through the MyLegion website from both the individual member and organizational perspectives. Learn new information, best practices, and practical tips for navigating the platform more effectively.

9:00 – 10:00

Adjutant

The Adjutant plays a crucial role in managing administrative tasks, maintaining records, and facilitating communication within the Post. This training provides essential skills and knowledge on effective leadership, organizational management, and administrative duties to ensure the smooth operation of the Post.

10:00 – 11:00

2nd Vice / Post Events

The 2nd Vice Commander plays a key role in building Post morale and engagement through activities and events. This session will focus on planning successful Post events, increasing member participation, coordinating ceremonies, and creating meaningful programs that strengthen the Post's connection to veterans, families, and the community.

11:00 – 12:00

Community Outreach

Strong Posts are built through strong community relationships. This session will explore ways Posts can increase visibility, build partnerships, support local initiatives, and connect with veterans, schools, businesses, and community organizations. Participants will discuss outreach ideas, public engagement strategies, and ways to promote the mission of The American Legion within their communities.

1:00 – 5:00

Awards Committee Meeting

The Awards Committee will meet to review CPR reports and determine this year's award recipients. This is a working committee meeting and not a training session.

Main Hall

8:00 – 9:00

Boys/Girls State: Finding Kids

Today's students are faced with countless sports, clubs, and activities competing for their time and attention. How do we motivate interest and attendance in Boys and Girls State? What has worked, what is working, and what will work in the future? Join this discussion on recruitment strategies, outreach ideas, and the future of one of The American Legion's premier youth programs.

9:00 – 10:00

VSO Overview

Interested in becoming a Veteran Service Officer? This session will provide an overview of the qualifications, training process, and responsibilities involved in serving veterans and their families. Participants will learn where to find resources, how to begin the certification process, and what skills are needed to successfully advocate for veterans within the VA system.

10:00 – 11:00

VSO Q & A

This interactive session is designed for individuals currently working through the Veteran Service Officer process, as well as those with questions about specific or unique veteran cases. Participants will have the opportunity to learn from experienced VSOs, discuss challenges, and gain insight into navigating complex situations while supporting veterans and their families.

11:00 – 12:00

VSO Appeals

Navigating the VA appeals process can often feel overwhelming and complex. This session will provide guidance on understanding the appeals system, filing requirements, timelines, and best practices for assisting veterans through the process. Learn from experienced professionals on how to better advocate for veterans seeking review of VA decisions.

1:00 – 2:00

VSO VA.gov Site

Learn how to navigate the VA.gov website and maximize the tools and resources available to veterans and service officers. This hands-on session will explore account access, claims tracking, records management, and available online resources. Participants are encouraged to bring their laptops or tablets for interactive training. Join us for a specialized training session focused on supporting and empowering women veterans. This training is designed to address the unique experiences, challenges, and needs of women who have served in the military. Through informative sessions, interactive discussions, and networking opportunities, participants will gain valuable resources and insights to enhance the well-being and success of women veterans in their post-service lives.

Room 2

8:00 – 9:00

Commander

What are the best practices for commanding small, medium, and large Posts? Whether you aspire to be a Post Commander or already have experience in the role, join this panel discussion as we network and collaborate on how to become the best Post Commander of the future. Bring your computer, tablet, phone, notebook, and pen for note taking.

9:00 – 10:00

1st Vice / Membership Awards

The First Vice Commander focuses on membership growth, engagement, and retention within The American Legion. This training emphasizes strategies for recruiting new members, engaging existing members, and fostering a sense of community and camaraderie. Learn how to inspire and empower members to actively participate in the Legion's mission.

10:00 – 11:00

Americanism: Getting Started

Americanism is one of the most visible and impactful areas of The American Legion, encompassing a wide variety of programs that support patriotism, youth engagement, education, and community involvement. This session will help Posts identify which Americanism programs best fit their membership, resources, and community needs while providing practical guidance on how to successfully launch and grow those programs.

11:00 – 12:00

National Security

National Security remains one of the Four Pillars of The American Legion and continues to play a critical role in protecting our nation and supporting those who serve. This session will provide an overview of current national security concerns, military readiness issues, and veteran-related challenges facing our country today. Participants will also discuss how Posts can actively support this pillar through education, advocacy, community engagement, and support for servicemembers and their families.

1:00 – 2:00

Legislation

Advocacy remains one of the strongest tools The American Legion has in supporting veterans, servicemembers, and their families. Hear from members who recently participated in legislative visits in both Washington, D.C. and at the Oklahoma State Capitol. This session will discuss current legislative priorities, issues impacting veterans, and how Posts can effectively advocate for policies that strengthen veteran benefits, healthcare, education, and support services.

2:00 – 3:00

Where to Find Help for Veterans

Veterans and their families often face challenges that require support from multiple organizations and agencies. This session will highlight available local, state, and federal resources for housing, mental health, employment, education, benefits assistance, emergency aid, and more. Participants will learn where to direct veterans in need and how Posts can build stronger community resource networks.

3:00 – 4:00

Awards Ceremony: Who to Recognize

Recognition is one of the best ways to strengthen community relationships and highlight the positive impact of your Post. From first responders and educators to volunteers and community leaders, The American Legion offers a wide variety of award opportunities at the local, state, and national levels. This session will help Posts better understand available awards programs, nomination processes, and ways to use recognition to increase visibility and community engagement.

4:00 – 5:00

Sgt-At-Arms

The Sergeant-at-Arms plays an important role in maintaining order, upholding ceremony procedures, and supporting the overall operation of the Post. This session will provide an overview of the responsibilities of

the Sergeant-at-Arms, including meeting preparation, ceremonial duties, flag etiquette, and maintaining a welcoming and professional environment during Post functions and events.

Room 4

8:00 – 9:00

Chaplain

Are you a Chaplain, aspire to become one, or are interested in learning more? Do you know about the Four Chaplains Ceremony? Come pray, fellowship, and learn more about chaplaincy within The American Legion.

9:00 – 10:00

Homeless Round Table

The Homeless Veterans Roundtable provides a platform to address the critical issue of homelessness among veterans. This training fosters discussions, shares best practices, and explores solutions to support homeless veterans in accessing housing, resources, and comprehensive care. Join us in making a difference in the lives of those who have served.

10:00 – 11:00

HAM Radio

Communication plays a vital role during emergencies, disasters, and community events. This session will introduce participants to the role of amateur (HAM) radio in emergency preparedness, veteran support, and community communication networks. Learn how HAM radio operators assist during emergencies, how to get involved, and the resources available for those interested in becoming licensed operators.

11:00 – 12:00

Grave Registration / Death Benefits

Honoring veterans does not end with their service. This session will provide guidance on grave registration procedures, burial honors, and available death benefits for veterans and their families. Participants will learn about eligibility requirements, available resources, proper documentation, and ways Posts can assist families during difficult times while ensuring veterans receive the recognition and honors they have earned.

1:00 – 2:00

Canva

Bring your computer and join us for hands-on training using Canva to create professional flyers, social media graphics, and promotional materials for your Post. While AI tools can quickly generate designs, understanding how to properly edit and format materials—especially the American Legion emblem and branding standards—helps your Post stand out while maintaining compliance with national guidelines. Learn tips, best practices, and practical design skills you can immediately put to use.

2:00 – 3:00

Military Museum

Military museums play an important role in preserving the stories, artifacts, and sacrifices of those who served. This session will explore how museums support veteran education, community engagement, and historical preservation. Participants will learn ways Posts can partner with local museums, support preservation efforts, and use military history to strengthen patriotism and community involvement.

3:00 – 4:00

Service Dogs

Discover the transformative power of service dogs in supporting veterans' physical and mental well-being. This session will explore how to obtain a service dog, the rights of handlers and businesses regarding access, and the many ways service dogs provide assistance, companionship, and support to veterans. Gain a deeper understanding of how service dogs can improve quality of life and veteran care.

4:00 – 5:00

Women Veterans

Join us for a specialized training session focused on supporting and empowering women veterans. This training is designed to address the unique experiences, challenges, and needs of women who have served in the military. Through informative sessions, interactive discussions, and networking opportunities, participants will gain valuable resources and insights to enhance the well-being and success of women veterans in their post-service lives.

Room 5

8:00 – 9:00

Zeffy / Fundraising

Come prepared to collaborate and learn about Zeffy, fundraising ideas, and best practices! What is needed to start Bingo at your Post? How can members pay with a card without the Post losing money? Bring your computer, tablet, and/or phone for this interactive session.

9:00 – 10:00

Be The One

Be the One training empowers individuals to recognize and respond to mental health challenges, including suicide prevention. Learn how to be a supportive and compassionate presence for veterans and their families in times of crisis. Gain the skills and knowledge to make a positive impact and save lives within the veteran community.

10:00 – 11:00

Branding / AI Logo

Maintaining a strong and consistent brand helps protect the identity and reputation of The American Legion. This session will provide an overview of national branding standards, including common questions regarding the use of the Brandmark and Emblem, approved logo usage, color requirements, and available resources. Participants will also learn what to watch for when using AI-generated graphics, common errors that occur with social media designs, and practical ways to ensure Posts remain compliant with branding guidelines.

11:00 – 12:00

Judge Advocate (JA)

The Judge Advocate serves as the primary source of guidance on constitutional, legal, and procedural matters within the Post and organization. This session will provide an overview of the responsibilities of the Judge Advocate, including interpreting governing documents, advising leadership on proper procedures, and helping ensure Posts remain compliant with policies, bylaws, and applicable laws. Participants will also discuss common challenges Posts face and best practices for maintaining strong organizational governance.

1:00 – 2:00

Media / Communications

Effective communication is essential to promoting your Post, engaging members, and connecting with your community. This session will discuss best practices for social media, newsletters, email communication, photography, event promotion, and public relations. Participants will learn practical tips for improving outreach, increasing visibility, and creating consistent messaging that supports the mission of The American Legion.

2:00 – 3:00

Gaming

Legion Gaming is one of the fastest growing programs within The American Legion and continues to create new opportunities to connect with veterans and younger generations. This session will explore what Legion Gaming is, how gaming communities support veterans through camaraderie and mental wellness, and how Posts can begin developing gaming programs and events within their communities. Learn practical steps for getting started and engaging a new generation of Legion members.

3:00 – 4:00

Treasurer

The role of Post Treasurer requires organization, accountability, and attention to detail. This session will cover financial best practices, record keeping, reporting requirements, budgeting, and legal responsibilities associated with managing Post finances. Learn from experienced leaders how to keep your Post financially organized, compliant, and operating effectively.

4:00 – 5:00

Zeffy / Fundraising

Come prepared to collaborate and learn about Zeffy, fundraising ideas, and best practices! What is needed to start Bingo at your Post? How can members pay with a card without the Post losing money? Bring your computer, tablet, and/or phone for this interactive session.

EAGLE Room

9:00 – 11:00

District Commander Training

This training is designed for current District Commanders, Vice Commanders, and anyone interested in future district leadership within The American Legion. Members of the Department leadership team will discuss the responsibilities of district leadership, best practices for supporting Posts, effective communication strategies, membership motivation, leadership development, and ways to recognize and encourage success across the District. Participants will also discuss real-world challenges, lessons learned, and practical ideas for building stronger Districts and stronger Posts.

1:00 – 5:00

DEC 5

Department Executive Committee members will conduct the business of the Department during DEC 5. Topics may include reports, resolutions, membership, programs, financial matters, and other items necessary for the continued operation and governance of the Department of Oklahoma. This session will continue until the business of the day is concluded.