



**TO: VFW POSTS-ALL MEMBERS**

**FROM: JOHN B. GETZ, JR., STATE ADJUTANT**

**SUBJECT: POST TRAINING INSTRUCTIONS**

**DATE: May 29, 2024**

**PLEASE DISTRIBUTE TO ALL MEMBERS**

To help all VFW Posts Leaders and Members prepare for and fulfill their responsibilities effectively, the Department will conduct VFW Post Training Schools of Instruction in July/August under the direction of our 2024-2025 State Commander Barbara Loncar. These half-day training sessions will cover a wide variety of Post operation and VFW programs.

We 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 your VFW Posts to perform their duties effectively and with integrity.

**Training this year will be a little different from previous years, State Commander Barb Loncar is requesting anyone that has a laptop, power cords, extension cords to please bring with you for the training sessions. The Dept. of PA VFW programs Chairwoman, Amy MacKenzie will provide dashboard and programs training for our Members and Officers. This is a fantastic way to learn how to navigate through the National and Department websites with the help from Headquarters, especially if you may not understand how to navigate through it now. Department Headquarters will train on VFW Programs, Duties and Responsibilities of Post Officers, Community Service, Parliamentary Procedure, Membership, and more. The information will benefit the leaders as well as Members that are thinking about moving into a leadership role. There will be plenty of time to ask questions if you do not ask you don't know. We ask you to please attend.**

We hope for participation from all Posts across PA. Each Post should have at least one representative at the PTI training of your choice. 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 Posts leadership requires a team approach. It is always helpful to have more than one person familiar with the information that will be covered.

The training schedule is below:

**Training begins at 9:00 a.m. (coffee/donuts at 8 and lunch will be served at 12:00 pm)**

**Evening training will begin at 6:00 pm (light snacks and refreshments at 5:00 pm)**

### **PTI (Post Training Instructions)**

#### **Open to all Post Officers and Members**

##### **EAST**

**Post 2819- Philadelphia, PA- July 20, 2024 @8:00 AM**

**Post 7963- Eynon, PA-July 21, 2024 @ 8:00 AM**

**Post 1532 -Sunbury, PA-July 22, 2024 @6:00 PM**

##### **CENTRAL**

**Flying Squadron-Officer Training-August 9 and 10<sup>th</sup> Sheraton  
Harrisburg, PA-Commander Invite Only**

**Post 5265-Spring Grove, PA-August 11, 2024 @ 8:00 AM**

**Post 7863- Duboistown, PA-August 12, 2024 @ 6:00 PM**

##### **WEST**

**Post 1132-Kane, PA.-August 17, 2024 @ 8:00 AM**

**Post 764-McMurray, PA-August 18, 2024 @ 8:00 AM**

**Post 4963-Ebensburg, PA-August 19, 2024 @ 6:00 PM**



**CASUAL DRESS WITH VFW CAP – BREAKFAST/LUNCH,SNACK  
PROVIDED\*\***

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

**BY EMAIL OR FAX\*\* Attn: Missy**

**E-mail: [mjuliana@vfwpahq.org](mailto:mjuliana@vfwpahq.org) OR Fax (717) 234-1955**

**VFW State HQs, “PTI Registration,”  
4002 Fenton Avenue, Harrisburg, PA 17109 OR**

**RSVP NO LATER THAN DATES BELOW**

**Books will be provided, and we need to know the total needed.**

**EAST-July 12, 2024**

**CENTRAL-August 2, 2024**

**WEST-August 9, 2024**