



July 9, 2024

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

The Department of New York will be hosting one (1) Officer Training Seminar (OTI) during the 2024-2025 year. The OTI will be held on Saturday, September 21, 2024, at the Albany Marriott Hotel, 189 Wolf Road, Albany, NY. Registration will begin at 8:00 AM and the training will begin promptly at 8:45 AM. The cost of the OTI is \$35.00 per student. You will be on your own for Lunch. If needed, room reservations are available at \$129.00 per night. Please call the Albany Marriott directly at (518) 458-8444. Cut-off date for reservations is Friday, August 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 with regard to 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.

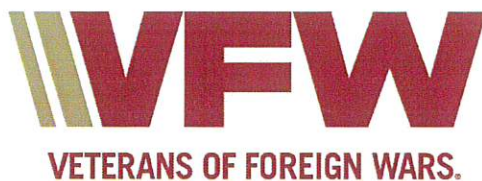
Please complete the enclosed OTI Registration Form. Registration forms may be photocopied if more are needed for each individual attending this important training session. Please forward registration forms with the appropriate registration fee to Department Headquarters, 69 Sand Creek Road, Albany, NY 12205. Registration deadlines are indicated on the enclosed Registration Form.

Breaks will be provided and you will be on your own for lunch. **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 taking advantage of the important information that will be provided.

Yours in Comradeship,

James MacArthur  
Sr. Vice Commander/OTI Dean

**DEPARTMENT OF NEW YORK**



**DEPARTMENT OF NEW YORK VETERANS OF FOREIGN WARS**

**OTI PROGRAM 2024-25**  
**Albany, NY**

**SATURDAY**

8:00 AM – 8:30 AM	REGISTRATION – <b>Sr. Vice MacArthur</b>
8:30 AM – 8:45 AM	Welcome/Opening Remarks – <b>Sr. Vice MacArthur – OTI Dean, Commander Kell</b>
8:45 AM – 9:30 AM	Programs – VOD/PP, EMT Award, FF Award, Police Officer Award, Scouting, VFW Grants – <b>Jack Sanford</b>
9:30 AM – 10:15 AM	Membership – <b>Michael Burke/Jeff Molitor</b>
10:15 AM – 10:30 AM	Morning Break
10:30 AM - 11:15 AM	Adjutant/All-American Dashboard – <b>Matthew Vanetten</b>
11:15 AM– 12:00 PM	Service Officer Training – <b>Colin Anderson</b>
<b>12:00 – 12:30 LUNCH BREAK</b>	
12:30 PM – 1:00 PM	Quartermaster, Duties & Responsibilities - <b>PSC Ratigliano</b>
1:00 PM – 1:30 PM	Trustee, Duties & Responsibilities – <b>PSC Ratigliano</b>
1:30 PM – 2:00 PM	Post Officer Duties & Responsibilities – <b>C of S Magliaro</b>
2:00 PM - 2:30 PM	Sexual Harassment Training – <b>John Wenig</b>
2:30 PM – 3:00 PM	Community Service – <b>Ronald Sorrentino</b>
3:00 PM – 3:30 PM	Inspections – <b>State Inspector Brooks</b>
3:30 PM – Till	Q & A



**DEPARTMENT OF NEW YORK VETERANS OF FOREIGN WARS  
OFFICERS TRAINING  
ALBANY MARRIOTT  
189 WOLF ROAD  
ALBANY, NEW YORK**



**DEPARTMENT OFFICER TRAINING  
APPLICATION**

**September 21<sup>st</sup>, 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 OTI to receive credit for All-State.
- This will be the only Department OTI held for the year 2024-2025.
- Limited to 200 Attendees

Applicants will receive verification by email if email is provided.

**COST \$35 PER STUDENT – ONE STUDENT PER FORM**

Each Student will receive a Certificate of Attendance and a Zip Drive containing all the classes presented.  
NO REFUNDS

**8:00 am to 8:45 am Sign in – Coffee & Pastries Served**  
**8:45 am Class Begins – Lunch Will Be on Your Own**

**THERE WILL BE NO BREAKOUT CLASSES –  
ATTENDEES WILL ATTEND ALL SESSIONS IN ONE ROOM**

Name		Your Current Officer Position per Election Report	
Membership Number		District	Post
Street Address/PO Box			
City		State, Zip Code	
CHECK #		Phone	
CREDIT CARD NUMBER:			
E-Mail Address		EXPIRATION DATE:	CRV CODE:

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

**Department of New York VFW  
69 Sand Creek Road  
Albany New York 12205**

**\*DO NOT MAKE ROOM RESERVATIONS UNTIL YOU RECEIVE VERIFICATION OF YOUR APPROVED APPLICATION \***

**ROOMS AVAILABLE @ VFW Rate of \$129 PER NIGHT  
RESERVATION CUT OFF: Friday, September 6<sup>th</sup>, 2024**

**REGISTRATION DEADLINE: Friday, September 6<sup>th</sup>, 2024**