



July 6, 2021

Attention Post Commander, Quartermaster, Trustees and Service Officer

On Saturday, August 21, 2021 the Department of New York will host an Officer Training Seminar (OTI) at the Marriott Hotel, 189 Wolf Road, Albany, NY. Registration will begin at 7:15 AM and the training will begin promptly at 8:30 AM. Cost of the OTI is \$40.00 per student. If needed, room reservations are available at the Marriott Hotel for either Friday or Saturday nights at the VFW discounted rate of \$114.00 per night.

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. *This year's session will be a combined training event with Commanders, Quartermasters, Adjutants and Service Officers* as well as any other individual interested in registering and attending all portions of the training in a one classroom setting. 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 Commander and Quartermaster to qualify for their "**White Hat**" for All-State in the Commander's 2021-22 Membership Program, **Post Quartermasters MUST attend a Department or District OTI to qualify for All-State.** Service Officer training is not required for All-State qualification for 2021-22; 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 which 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 deadline is August 14, 2021.

Breaks will be provided and a lunch at the noon break will be served. 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,
Peter Pennelle
Sr. Vice Commander/OTI Dean

DEPARTMENT OF NEW YORK



DEPARTMENT OF NEW YORK VETERANS OF FOREIGN WARS

OTI PROGRAM 2021

SATURDAY- AUGUST 21, 2021

7:15 AM – 8:15 AM	REGISTRATION - Adjutant Mitchell
8:30 AM	Welcome/Opening Remarks - Commander Hoag
8:45 AM- 9:30 AM	Service Officer Training – DSO Bartow
9:30 AM – 10:00 AM	Membership – PSC Ratigliano
10:00 – 10:15 AM	Morning Break
10:15 - 11:30 AM	Quartermaster, Trustees' Duties and Responsibilities– PSC,Ratigliano
11:30 – 12:00 AM	Adjutant/All-American Dashboard – State Patriotic Instructor Rogers

12:00 LUNCH BREAK

1:00 PM – 1:45 PM	Officer Duties and Responsibilities - State C of S Magliaro
1:45 – 2:30 PM	Inspections – State Inspector Haas
2:30 – 3:00 PM	Media – State Patriotic Instructor Rogers
3:00 – 3:15 PM	Afternoon Break
3:15 – 3:45 PM	Programs – Community Service, EMT Award, FF Award, Police Officer Award, etc. – Jr. Vice Commander Kell
3:45 PM	Q&A



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



ALBANY, NEW YORK **AUGUST 21, 2021**

DEPARTMENT OFFICER TRAINING
APPLICATION

Minimum number of students required to hold the class 50

Limited to 200 Attendees

PRE-REGISTRATION ONLY NO WALK-INS
DEADLINE FOR REGISTRATION August 14, 2021

APPROVED APPLICANTS WILL RECEIVE VERIFICATION BY E-MAIL (if e-mail is provided)

NO REFUNDS FOR APPLICATIONS OF ACCEPTED STUDENTS

COST \$40 PER STUDENT FOR THE OTI PROGRAM
ONE STUDENT PER FORM

****Post Quartermaster MUST attend a Department or District OTI to qualify for All-State 2021-2022****

SATURDAY, AUGUST 21, 2021

- Training Starts Promptly at 8:30 AM.
- Each Student will receive a certificate of attendance.

Name	Your Current Officer Position		
Membership Number	District	County Council	Post
Street Address/PO Box			
City	State, Zip Code		
	Phone		
CHECK #	E-Mail Address		

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 \$114 PER NIGHT – RESERVATION CUT OFF August 7, 2021

Call for Reservations: **Albany Marriott** **518-458-8444** **CODE VFWTRAINING**