



Ronald Reagan Palisades Post 283 Handbook



RONALD REAGAN-PALISADES

15247 La Cruz Drive
Pacific Palisades, CA 90272

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1919 - 2019
THE AMERICAN LEGION
Centennial celebration

WELCOME TO OUR POST!

I want to welcome you to Ronald Reagan Palisades Post 283 and our Legion Family. We come together to support, inspire, and better the lives of our members and their families. The American Legion is an amazing organization and a powerful force in our nation. Our ideals set out in our four pillars of service are: Veteran Affairs & Rehabilitation, National Security, Americanism, and Children & Youth. From these anchor points, Post 283 sets out to improve our member's lives, lead our communities, and project a positive image of Veterans nationwide.



Commander Jim Cragg

We have a lot of programs and resources at Post 283, and we hope you get involved and have a rewarding experience. Whether you are looking for camaraderie, a family-friendly environment, an opportunity to continue to serve the community and your fellow veterans, or a place to learn skills and network towards a better career, Post 283 is here for you. Come to a General Membership meeting to get started!

Rejuvenate that bond you had with fellow veterans on the range with our shooting group, family day in the park, sailing or scuba diving with the American Legion Yacht Club, or just coming down to the Post for a big band dance, comedy night, or to watch a football game. Relive that sense of meaningful service distributing food and tents to homeless vets, teaching community first aid, CPR and stop the bleed classes, or putting on the uniform and serving with the California State Guard. Bring your family out to Post 283 picnics and the 4th of July Americanism parade for a safe and patriotic family environment. And if you are trying to build you career, or you have an expertise you want to share, we look forward to seeing you at our networking and mentoring events.

The American Legion, American Legion Auxiliary, and Sons of the American Legion welcome you to our Post.

POST MEETINGS



- Member Meeting: Third Wednesday @ 5:30 p.m.
- Special Meeting: May be called by Commander, or upon written request of 10 members in Good Standing.
- Web Page: www.ALPost283.org
- Facebook Page:
<https://www.facebook.com/PacificPalisadesPost283>

1ST MEETING? HERE IS HOW IT WORKS!

You will have downloaded a membership application and sent it in along with your DD214 (proof of service) which was approved by our membership committee. Although approved by the membership committee, an applicant is not a member until voted on and approved by the general membership. You should contact our Post Adjutant to determine the date of the next general membership meeting so that you may have the opportunity to be present at our general meeting on the date of your membership determination. On the evening of your membership determination, you may choose to join us for dinner. Make sure that you make a reservation with the office staff if you plan to have dinner with us -- dinner begins around 6 pm and costs \$5-15 per person. At 7pm, the general membership meeting will begin, during which a motion will be made by the 1st Vice Commander to vote on your membership eligibility. Upon successful vote you will be escorted to the stage, introduced to the membership, and asked to say a few words about yourself.

NEW MEMBER ORIENTATION & INDUCTION: After the general membership vote of approval, you shall be scheduled for the next available New Member Orientation & Induction.

A triennial schedule for New Member Orientations & Inductions have been chosen for this function and you will receive adequate notice.

An effective orientation program is a critical tool to welcome individuals to our organization and to assimilate our members with meaningful and important information on being a Legionnaire and a member of Post 283. You can expect that we will share content on the following:

- Define and clarify potential committee assignments, roles, and responsibilities.

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- Highlight organizational structure, legislation, policies and procedures.
- Build positive connections between members and the organization.
- Provide and consider social and team-building aspects of member development.
- Make organization resources readily available to the newly inducted individual.
- Exhibit our commitment to a diverse and inclusive American Legion family.

CONTACTS:

YOUR CONTACTS AT POST 283 AT (310) 454-0527:
ADJUTANT (MANAGER): Kevin Niles
FINANCE / ACCOUNTING AND SALS REP: Larry Kirven
MEMBERSHIP AND AUXILIARY REP: Deloris Artis

OUR POST MEETING ADDRESS:

Ronald Reagan-Palisades Post 283
15247 La Cruz Dr Pacific Palisades, CA 90272
Phone: (310) 454-0527

MAILING ADDRESS:

American Legion Post 283
P. O. Box 283, Pacific Palisades, CA 90272-283

SOCIAL MEDIA (WHERE TO FIND ANNOUNCEMENTS):

Website: <https://www.alpost283.com/>
Facebook: <https://www.facebook.com/PacificPalisadesPost283>
Newsletter: Monthly Email Newsletter by Constant Contact.

ASKING SUPPORT FROM POST 283:

For those members asking for tangible support (putting on an event, renting the hall, etc.) please see the attached request form. It covers the Who, Why, What, Where and How? You will need to fill this in and submit it to our Post Adjutant.

For those members seeking financial support, go to our website and see the tab “What we support” to get an idea of the types of projects we support and our standards. Then on the website you can fill in the LOI. A copy is attached for reference.

A SHORT HISTORY

Our Post in Pacific Palisades, California was chartered by The American Legion on July 14, 1928, with 15 members. The original 1928 charter of our Post is framed and hangs on the wall at the Post, it lists the names of our charter members.

Our Post is over 500 members strong and growing. Our Post is an integral part of the Greater Los Angeles community and a proud advocate for veterans on the local, state, and national level. Our local membership extends throughout the county.

LEGION UNIFORM What is the official uniform of The American Legion?
"A Legionnaire is in uniform if wearing an official American Legion Cap."



Why wearing our Legion Uniform is important. You will find that our Post engages in many Legion and Post official activities where we come in contact with not only our members and other Legionnaires, but people who are not legionnaires. It is important that you wear your Legion cap at these times. Legionnaires like us, seen in uniform doing the good work of The American Legion create a positive image. This helps our community “see” The American Legion as an organization they want to support. It is a very important element of our public relations and marketing efforts.

There is no benefit to Legionnaires being invisible to the public as we do the good work of the Legion, so please show yourself to the communities as proud members of The American Legion by wearing your uniform cap at official Legion

or Post meetings or ceremonies or as official guests at patriotic or other civil functions or when officially representing The Legion or Post on public occasions.

A note to be careful, however: remember you are in uniform when wearing the cap. So, good judgment is always required, and ask yourself “would I think it ok for the Legion or Post image if I saw someone else wearing a cap now or this way?” And lastly, please remember it is improper to wear the cap while eating.

LEGION LANGUAGE AND PROTOCOLS

New Legionnaires often find the following information helpful:

- **MEETING CONDUCT.** Robert's Rules of Order, Newly Revised, governs the conduct of Post meetings
- **SALUTING.** If wearing the legion cap, the military salute should be executed for the U. S. Flag. If not wearing the cap, place the right hand over the heart. Old-time Legionnaires often salute the Commander when standing to make a report or to get permission to speak, but it is not required. Once the meeting has started and the US Flag is posted, always salute the Flag when entering or leaving the meeting hall.
- **The Field.** You will hear mention of "the Field" and about "not breaking" it. The area between where the U. S. Flag and the Legion banner are posted is dedicated to those who lost their lives in service to their country. As such, no one should walk through or reach through the Field - walk around the colors.
- **Approaching The Podium.** Always approach the podium around the U. S. Flag and stop to salute it before passing behind it. When leaving the podium, if at all feasible, exit around the legion banner, stopping to again salute the U. S. Flag when clear of the Legion banner. If it is necessary to exit around the US Flag, again salute it before continuing around it.
- **CEREMONY DIGNITY.** The ceremonial services of The American Legion are conducted with the solemnity befitting the dignity of this organization.
- **POW/MIA EMPTY CHAIR.** A POW/MIA empty chair is placed at all official meetings of The American Legion as a physical symbol of the thousands of American POW/MIAs still unaccounted for from all wars and conflicts involving the United States of America.
- **GAVEL.** A chair's gavel is a symbol of authority & ensures orderly meetings.
 - One tap is a message to the members:
 - * To be seated following the opening ceremony
 - * The completion of a business item, or
 - * Following the announcement of adjournment
 - Two taps of the gavel call the meeting to order.
 - Three taps of the gavel are the signal for members to stand on the third tap.
 - A series of sharp taps is used to restore order at a meeting.
- **SILENT TRIBUTE.** Legionnaires standing in silent tribute in memory of departed comrades during meetings or ceremonies will face the U.S. Flag with Legion cap or a hand held over their heart.



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- **THE HAND CLAP.** This long held Legion tradition is a slow and rhythmic clapping of hands, much like the slow beat of a drum. The hand clap is used to welcome new members and guests when they are brought forward to be introduced and when leaving the lectern. This demonstrates respect for the individual being recognized.
- **PUFL** stands for Paid-Up-For-Life membership.
- **TRANSFERRED TO POST EVERLASTING** - refers to a Legionnaire who has died and transferred to the Post Everlasting.
- **Volunteers are Super! They are!**
Your Volunteer Time Has Value: Volunteer time is now estimated to be worth over \$24 per hour! Legionnaire volunteer time is even more valuable.



WE ARE A LEGION OF SUPER VOLUNTEERS!

TRAINING

Effective training is important to the success of our Legion. Quality training improves our ability to succeed by improving member involvement and operational performance. Training also helps teach organizational values and identify future post leaders. Conversely, the lack of effective training can lead to losing our focus on success and can limit our operational performance.



Many who accept leadership roles in The American Legion are often self-motivated by a desire to serve others and seek out training because they want to become stronger, better-informed leaders.

HERE IS A POWER POINT PRESENTATION OF THE BASIC TRAINING AVAILABLE. <https://www.legion.org/training> (**NOTE:** Those vets who need assistance in navigating the web portals, please ask and we will be happy to assist you.)

AND Here are a few currently available training vehicles, most Legionnaires find helpful.

- **“THIS IS THE AMERICAN LEGION”** - is an excellent short video every member of our Legion Family should watch. This video is available on YouTube, at: <https://www.youtube.com/watch?v=qfIQaYvsB8c>
- **CALIFORNIA AMERICAN LEGION COLLEGE** - <https://calegion.org/training/legion-college/>
- **BASIC TRAINING** - is the new official training program of The American Legion for officers and members. Required for members running for Post offices. To take the course, visit <https://www.legion.org/alei>
- **LEGION COLLEGE** - The American Legion National College enhances knowledge and appreciation of The American Legion. It teaches the core values and contributions of the organization, its Auxiliary, Sons of the American Legion and many subordinate programs. Visit <https://www.legion.org/college>



- **LEGION PUBLICATIONS** - Legion publications can be an excellent training resource for those who are self-motivated. The Publications page of The American Legion web site is a good place to find most of them. Here are a few key publications you may find helpful.

(<https://www.legion.org/publications>)

- <https://www.calegion.org/resources.html>
- [Officer's Guide and Manual of Ceremonies](#)
- [The American Legion Membership Public Relations Toolkit](#)
- [Why You Should Belong](#)



MEMBER INFORMATION (MYLEGION.ORG)

Accurate and up-to-date member information is important for any organization. We are very fortunate in the American Legion that **every member** can take an active role in keeping their information accurate and up to date, using the myLegion.org members-only web portal.

This requires a Member Account be established in MyLegion.org. To establish the member account, visit the home page of The American Legion web site (legion.org) and click on the MYLEGION.ORG link at the very top of the home page.

Once your personal Member Account is established in MyLegion.org, select the "MY PROFILE" option to update your information or print a copy of your membership card.

In addition to updating your personal profile information you can also:

- Subscribe to electronic newsletters
- View past editions of the Legion Magazine
- Make donations in the "Giving Made Easy" option
- Find out about special offers available to Legionnaires, and
- Select dues renewal options



In the dues Renewal Options, we highly recommend the automatic payment option for annual dues. It is an easy and smart way to keep your dues current.

I want to setup automatic payments for future annual membership renewals.



What is our Mission in The American Legion?

THE AMERICAN LEGION MISSION STATEMENT:

“The American Legion strengthens our communities, states and nation with programs and services for our veterans, the military and their families.”

THE AMERICAN LEGION VISION STATEMENT:

“The American Legion strengthens America by improving the lives of our veterans, the military and their families.”

Long established are the ideals of The American Legion – the Four Pillars:

The American Legion was founded upon four pillars of service in 1919. Today we continue to pledge ourselves to:

1. Our Veterans...
2. Our Youth...
3. A Strong National Defense...
4. And Americanism.

These four pillars shape our work and what we do for America.

THE AMERICAN LEGION VALUE PRINCIPLES:

A Veteran is a Veteran – which means The American Legion embraces all current and former members of the military and endeavors to help them transition into their communities.

Selfless Service – which means The American Legion celebrates all who contribute to something larger than themselves and inspires other to serve and strengthen America.

American Values and Patriotism – which means The American Legion advocates for upholding and defending the United States Constitution, equal justice and opportunity for everyone and discrimination against no one, youth education, responsible citizenship and honoring military service by observing and participating in patriotic and memorial events.

Family and Community Engagement – which means The American Legion Meets the unique needs of local communities.

Advancing the Vision – which means the American Legion educates, mentors and leads new generations of American.

Honoring Those Who Came Before Us – which means The American Legion pays perpetual respect for all past military sacrifices to ensure they are never forgotten by new generations; Post Governance

Our Post By-Laws state,

“The administration, governance and management of this Post is entrusted to the Executive Committee.”



Good post governance is an essential duty of post leaders, and it includes a variety of elements. It is realized in the long-term success of our post.

EXECUTIVE COMMITTEE

THE EXECUTIVE COMMITTEE HAS OVERALL RESPONSIBILITY FOR THE POST GOVERNANCE.

The Executive Committee consists of six members elected to staggered three-year terms with two members being elected each year (or more). In addition, the following officers of the Post: Commander, Adjutant, Finance Officer, First Vice-Commander, Second Vice-Commander, Third Vice-Commander, and Junior Past Commander are members of the committee.

THE POST’S MISSION STATEMENT:

“To Improve the Quality of Life for L.A. Veterans, Their Families, and Communities through Leadership, Advocacy, and Service.”

POST COMMANDER'S VISION 2021-2023:

“My vision for 2020 is to develop projects that will enrich the lives of our veteran members and their families, the standing of Ronald Reagan Post 283, and the branding of the American Legion as vital part of American culture.” – CMDR Jim Cragg

KEY POST GOALS:

- Sustained membership growth
- Financial solvency and stability
- Excellent leadership development
- Successful programs
- Quality service to veterans, their families and community



BY-LAWS: The By-Laws are a key document in our post operation. They define the complete responsibilities of all Post Officers, establish our meeting and election procedures, define member rights in governance and protect our finances and protect our finance situation. They are available from the Post Adjutant.

POST LEADERSHIP

In The American Legion and Our Post, leadership is provided by volunteer members, like you. Post leaders are fundamentally responsible for the success of Our Post. These volunteers serve in many different leadership roles as Post officers, committee members, chairmen and mentors to new members. Good Post leaders have the initiative to provide honorable and noteworthy service to our veterans, their families, and the communities we serve.



Many believe leadership is not something you are born with, and it cannot be awarded or appointed. True leadership for many, is something learned and earned through the hard work of service to others. Legion leaders must have stellar character and transparent integrity.

Good post leaders must give an adequate commitment of time, sufficient personal energy and must communicate effectively, to give our posts strong roots in the communities where we serve our veterans.

NO PARTISAN POLITICS

The American Legion is a 501 (c) (19) non-profit corporation and is absolutely non-partisan. Policies, Not Partisan Politics is our guiding principle.



SUMMARY POST LEADER DUTIES

Post leaders are responsible for the post's success. Our Post By-Laws are the ultimate reference on post leader duties. The following descriptions are intended as a generic overview of what many consider key responsibilities of post leaders.

The Post Commander, Finance Officer and Adjutant, are “required” officers in the annual Certification of *Eligibility of American Legion Post Officers*. This is one of the forms our post must submit each year, to maintain our charter.

Post Commander (Elected) "First among equals." is a good way to look at the relationship of the Post Commander to other post members. The Commander ensures the post's vision of success is completed and keeps the post family together in the process. The Post Commander traditionally serves as the President of the Board of Directors for incorporated posts. Our Post is incorporated, and our executive committee serves as our Board of Directors. The Post Commander is also the voice of the post, within the post and at meetings beyond the post. Post Commanders also work with and through other leaders to complete the post business, as they cultivate and guide them for future leadership roles.



Finance Officer (Elected) Much of the Post Finance Officer's work is defined and determined by standard accounting practices and the needs of the post. The Post Finance Officer is the person of integrity that helps develop a post budget and administers the post book of accounts. Finance Officers also advise post leaders on the formulating and administering of financial policies, including the annual Post budget.



Adjutant (Appointed) Whether seen as a Post 'First Sergeant' or a Continuity Officer, the Adjutant's role is critical in the long-term success of our post. Adjutants are responsible for keeping official records of our post business, minutes of meetings and many key administrative compliance duties. He or she is the equivalent of a chief administrative officer.

Executive Committee Members (Elected) The Executive Committee Members set or approve Post policy, are advocates for the general membership, assist post officers in directing post business and act as post representatives in the absence of post officers.

First Vice-Commander (Elected) The American Legion "Officer's Guide" states this about the First Vice Commander, "is elected with membership as the primary concern". The First Vice Commander is the designated liaison for membership (i.e. coordinated recruitment, retention, member renewals and ensuring the post routinely has



personal contact with every member of the post), and shall perform such other duties as directed by the Post.

Second Vice-Commander (Elected), the Second Vice Commander is the designated liaison to other veteran organizations, coordinates new member orientation and shall oversee Post morale to include entertainment and special programs, and other duties as directed by the Post.

Third Vice-Commander (Elected), The Third Vice Commander is the designated liaison to all the Post's Committees, to ensure that the Committees are meeting, and other duties as directed by the Post.

Sgt-at-Arms (Appointed) shall preserve order at all meetings, ensures members are properly greeted at the door, makes new members welcome, and oversees flag etiquette/disposal, and shall perform such other duties as may be assigned by the Post. Often the first of four steps in the journey to becoming Post Commander.



POST OPERATING COMMITTEES

To help advise the Commander and Executive Committee. The Post may establish and define the work of Post committees.

With the Commander's consent, each chairperson selects at least two other members to serve on each committee and they will serve for an indefinite term at the discretion of the chairperson.



Through work on committees, our members provide the hard work needed for our Post's success as they plan, organize, communicate, and implement the programs of our Post and The American Legion.

The Post Operating Committees are critical to increasing active membership. Committees within Our Post create a forum for members to pursue personal interests. They allow for the strengths and dedication of our members to shine. Post members, like you, serving on committees can grow as productive post members and leaders. Committee work also functions as a very important training ground to develop the leadership skills and knowledge of the Legion future Post leaders need to succeed.

COMMITTEE DESCRIPTIONS

Americanism Committee(s) - seeks to inspire love of country and good citizenship through patriotic observances, flag etiquette, civic instruction in schools, community service, and youth activities such as Boys State, Boy Scouts, Oratorical Contest and School Award Medals.



Membership Committee - has charge of all matters pertaining to membership eligibility, growth, acceptance, retention, and renewals. Guidance is provided by the First Vice Commander.

Finance Committee - supervises the financial duties of the Post, prepare the annual budget and advise the Executive Committee on financial matters.

Veterans Affairs & Rehabilitation (VA&R) Committee - is responsible for bringing to the attention of members and their dependents the rights and benefits granted them by law. They shall assist veterans in the pursuance of claims and in obtaining other veteran's rights and benefits; to visit comrades who are sick or disabled; to visit and comfort members of their families of sick or bereaved.



Post Finances

Managing the finances of a Post is heavy lift for every American Legion Post. We elect a Finance Officer every year drawing from members with deep financial experience. The Finance officer maintains the books making decisions with the Post Commander and Post Adjutant on minor expenditures while larger expenditures must go to the Finance Committee for consideration and approval, and for large expenses (over \$10,000) they also must be voted on by the members at a Post 283 General Membership Meeting which is held once a month. Transparency to our members is very important, just as it is in the modern military. Financial records are maintained in the Adjutant's office and can be read by any Post member in good standing. These records are confidential and are not available for distribution (via email or in print).

Grant giving has been a major thrust for Post 283 over the years. Recently, leadership established a grant-giving process where all requests for grants must

go through an equal process for consideration. First, requestors go to the Post 283 website where they can find and fill in the “Letter of Intent to Apply for a Grant” which they will submit to the Post Adjutant. He will present these to the finance officer and commander to determine if they meet the basic requirements for consideration. As an example, if a current Post member is not listed as a sponsor for the grant, it will be rejected. Those accepted will receive a “detailed” grant application which they will submit for approval by the Post Finance committee, then the Post Executive Committee, and the finally by the General Membership. Because this is an onerous process, Post 283 elected to accept applications only twice a year, in the Fall and the Spring. Some grants are reviewed on an emergency need basis, and some grants are established as official programs of the Post receive simplified applications.

Being part of the Greater American Legion.

While we are members of Post 283 and are most visibly impacted by internal Post activities, we need to remember that we are part of a national organization. Beyond our Post leadership, there are additional levels of leadership at the District level, the Department, and the National Level where a lot of behind the scenes work is done to keep our organization going! Ronald Reagan Palisades Post 283 is part of District 24 in Los Angeles and the Department of California.

We encourage you to take part in activities at District, Department and National level. The first step is to go online and complete the Legion College training which will give you the needed basic understanding of how the Legion works. Then we recommend you talk to members of Post 283’s leadership (usually the members of the Executive Committee) and in particular the Adjutant to learn about opportunities to get involved and events to attend. The Adjutant can give you dates and sign-up information for these events. The yearly Department of California Convention and the National Convention are truly inspiring events for a Legionnaire. We do, of course, believe that it is best to start out volunteering at the Post level and working your way “up through the chairs” which is a Legion tradition.

Why is it important to learn about what it is to be in the American Legion?

The American Legion Post is a place where we come together to share our common experiences, ideals, and goals. This is how we built camaraderie and unit cohesion in the military, and that's similarly how we do it in Post 283. We want members to bring their individual strengths to our team, but we want everyone to understand what is special about being a member of the American Legion team. The first place to learn about this is in Legion training, often online such as Legion College found at <https://www.legion.org/college> There are training programs all the way up to weeklong National training courses in Indianapolis at the American Legion National Headquarters. There will be local training events where you will see familiar faces from Post 283 leadership travelling the state giving classes. The other place you will learn is simply by interacting at member events. Hopefully by coming out, you will rediscover that sense of belonging and camaraderie that bonded us all during our days in uniform.

Our Post Chaplain and Spiritual Support Services

We are fortunate to have an active Chaplain's program at Post 283. We of course, respect every person's religious choice and their privacy. Those who wish to partake in our spiritual services are welcome, and those who decide not to partake in the religious aspects of the programs are welcome to seek out our Chaplain for support in life's challenges. Chaplain programs are non-denominational.

Media & Communications Committee - oversees print and digital media communications and channels delivered from our Post. The committee also has oversight of Our Post's media outreach program. It also provides support for key marketing initiatives of Our Post.

STANDING BY-LAWS (XVIII) COMMITTEES WITH CHAIRPERSONS:

AMATEUR RADIO	* Gerald Wells, Hank Wright
AMERICANISM	* Dave Borgeson
BOYS STATE	* David Card, Kevin Niles
CEREMONIALS and RITUALS	* Jay McCann
CHILDREN & YOUTH	*David Card, Kevin Niles
COMMUNITY SERVICE / CHAMBER	* Kevin Niles, David Card
BY-LAWS	* Jay McCann
FINANCE	* Steve Travali
INVESTMENT COMMITTEE	* Steve Travali
LAW AND ORDER	* Tim Carr
LEGION BASEBALL	* Eric Measles
LEGISLATIVE	* Eric Measles
MEMBERSHIP	* Jay McCann
MEDIA & COMMUNICATIONS	* Jared Morgan
NATIONAL SECURITY	* Scott Wagenseller
ORATORICAL	* David Card, Kevin Niles
PUBLIC RELATIONS (New Letter)	* Kevin Niles, Jay McCann
SCOUTING	* Scott Wagenseller, Kevin Niles
SONS of the AMERICAN LEGION	* David Borgeson
SOCIAL & HOSPITALITY	* Tess Banko, Auxiliary & Sons
SPEAKERS	* Vacant
VALLEY FORGE WORKSHOP	* Joanna Curtis
VETERANS AFFAIRS Rehabilitation	* Tess Banko

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WAYS & MEANS	* Vacant
VAVS (BINGO)	* Deloris Artis
SPECIAL COMMITTEES	
ATHLETICS	* Vacant
BAR & LOUNGE	* Jay McCann, Kevin Niles, Larry Kirven
BLOOD DONATIONS	* Jere Romano, Kevin Niles
BUILDING RENOVATION	* Jay McCann, Kevin Niles, Larry Kirven
DISASTER & EMERGENCY RELIEF	* Jere Romano, David Borgeson
HISTORICAL COMMITTEE	* Jay McCann
LA COUNTY COUNCIL/24th DISTRICT	* Tim Carr
FACILITIES SECURITY	* Adjutant
MENTORING	* Kurt Hiete
PAPA	* Kevin Niles
PHOTOGRAPHY	* Matt Louie
POST KITCHEN	* Adjutant
POST BAR	* Adjutant
REHAB (LACCVA)	* Tess Banko
ROTC (UCLA/ USC)	* Scott Wagenseller, Kevin Niles
SCHOLARSHIPS (PALI /UNI & JC)	* David Card, Kevin Niles, Frank Wiley
SCHOOL AWARDS/ GRANTS	* Kevin Niles, David Card
SERGEANT AT ARMS	* Eddie Gutierrez
SERVICE OFFICER	* Larry Williams, Tess Banko
SEA CADETS	* Kevin Niles, Larry Kirven
TECHNOLOGY	* Mike McGuire, Larry Kirven
USE OF LEGION HALL	* Adjutant

*Denotes Committee Chairperson – the person you should contact if you want to join or just support that committee’s efforts.

POST COMMANDER is a member of ALL COMMITTEES

CLUBS, ACTIVITIES, AND UNOFFICIAL SOCIAL GROUPS:

SPIRITUAL SUPPORT, SHOOTING, EQUESTRIAN, HAM RADIO, SAILING, SCUBA, BIG BAND DANCE. Contact adjutant for more information or watch the Post Newsletter or Post Facebook page for upcoming events.

Although the Preamble of The American Legion Constitution is printed on the back of our membership cards, having it available in larger text, is helpful to many Legionnaires. We recite the Preamble before each meeting, as it is the written essence of who we are.

THE PREAMBLE:

For God and Country, we associate ourselves together for the following purposes:

To uphold and defend the Constitution of the United States of America;

To maintain law and order;

To foster and perpetuate a one hundred percent Americanism;

To preserve the memories and incidents of our associations in all Wars;

To inculcate a sense of individual obligation to the community, state and nation;

To combat the autocracy of both the classes and the masses;

To make right the master of might;

To promote peace and goodwill on earth;

To safeguard and transmit to posterity the principles of justice, freedom and democracy;

To consecrate and sanctify our comradeship by our devotion to mutual helpfulness.

THE AMERICAN LEGION VALUE PRINCIPLES:

A Veteran is a Veteran – which means The American Legion embraces all current and former members of the military and endeavors to help them transition into their communities.

Selfless Service – which means The American Legion celebrates all who contribute to something larger than themselves and inspires other to serve and strengthen America.

American Values and Patriotism – which means The American Legion advocates for upholding and defending the United States Constitution, equal justice and opportunity for everyone and discrimination against no one, youth education, responsible citizenship and honoring military service by observing and participating in patriotic and memorial events.

Family and Community Engagement – which means The American Legion meets the unique needs of local communities.

Advancing the Vision – which means the American Legion educates, mentors, and leads new generations of American.

Honoring Those Who Came Before Us – which means The American Legion pays perpetual respect for all past military sacrifices to ensure they are never forgotten by new generations;

THE AMERICAN LEGION PUBLISHES THE VETERAN’S CREED:

- 1) I am an American Veteran
- 2) I proudly served my country
- 3) I live the values I learned in the military
- 4) I continue to serve my community, my country and my fellow veterans
- 5) I maintain my physical and mental discipline
- 6) I continue to lead and improve
- 7) I make a difference
- 8) I honor and remember my fallen comrades

THE AMERICAN LEGION MOTTO:

“Veterans Strengthening America.”



THE AMERICAN LEGION
VETERANS • DEFENSE • AMERICANISM • YOUTH

YOUR CONTACTS AT POST 283 AT (310) 454-0527:

ADJUTANT (MANAGER): Kevin Niles

FINANCE / ACCOUNTING AND SALS REP: Larry Kirven

MEMEBERSHIP AND AUXILIARY REP: Deloris Artis

OUR POST MEETING ADDRESS:

Ronald Reagan-Palisades Post 283

15247 La Cruz Dr Pacific Palisades, CA 90272

Phone: (310) 454-0527

MAILING ADDRESS:

American Legion Post 283

P. O. Box 283, Pacific Palisades, CA 90272-283

SOCIAL MEDIA (WHERE TO FIND ANNOUNCEMENTS):

Website: <https://www.alpost283.com/>

Facebook: <https://www.facebook.com/PacificPalisadesPost283>

Newsletter: Monthly Email Newsletter by Constant Contact

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APPENDIX 1 - GRANT LETTER OF INTENT



AMERICAN LEGION

RONALD REAGAN-PALISADES POST 283

P.O. BOX 283, PACIFIC PALISADES, CALIFORNIA 90272

Telephone 310-454-0527 E mail: adjutantpost283@gmail.com

Letter of Intent to Apply for Grant

Grant Requests are by INVITATION ONLY after review of this Intent to Apply. If your LOI is successful, we will email you grant application.

General Grant Focus

The Post supports organizations that work to assist Veterans or fall within the Four Pillars of the American Legion.

Funding Request Process

The completed Letter of Intent (LOI) received by the Post will be reviewed and presented to the Finance Committee for consideration. If approved, the candidate will receive a GRANT REQUEST APPLICATION for submission. An incomplete LOI will not be considered. If your LOI does not meet the strict guidelines set by Post 283, you will receive a declination letter by email. If you receive a GRANT REQUEST APPLICATION, it will be accompanied by a deadline for return. After review, you will be notified if your application was successful.

Multiple Year Requests

The Post reserves the opportunity to reconsider future year payments, notwithstanding an approval, depending on the Applicant's performance of grant requirements.

Reporting Requirements

The Post will require detailed reporting from the Grantee regarding use of funds and possibly a presentation to our membership detailing the use of our funds.

Name of Post 283 Current Member sponsoring this request (note that this sponsor may be called upon to discuss your program): _____

(This Letter of Intent will not be accepted if this line is left blank)

Name of Organization:

Contact

Person: _____

Email: _____

Phone: _____

Address:

Tax ID number/EIN

Date of Establishment:

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Number of Years in Operation:

Geographic Area served by this grant:

Charity Navigator Score: _____ *(attach report)*

GuideStar _____ *(attach report)*

Most recent Year Form 990: _____ *(attach report)*

List of past three years Revenue:

1. _____
2. _____
3. _____

List top three donors (name, phone and email):

1. _____
2. _____
3. _____

References (name, phone and email):

1. _____
2. _____
3. _____

List three Board of Director Members (name, phone and email):

1. _____
2. _____
3. _____

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Amount of Grant Requested:

\$ _____

Describe the Grant's purpose and why this Post should support it.

Which if any of the Four American Legion Pillars does your request fall under and why:

Signature

Name (printed)

Title/Role at Applicant Organization

Please submit this LOI through our Post website. If you have problems submitting through our website, contact Post 283 Adjutant, by email adjutantpost283@gmail.com

APPENDIX 2 – POST EVENT OR ACTIVITY REQUEST



RONALD REAGAN-PALISADES POST 283
REQUEST FOR APPROVAL OF EVENTS OR ACTIVITY BY,
UNDER THE NAME OF OR INCLUDING THE POST NAME
EVENT POLICY

It is the Policy of this Post that neither the Post name, Ronald Reagan-Palisades Post 283, nor any abbreviation, derivation or variation of the name or logo may be used by any party for, or in connection with, any event or activity, directly or indirectly, without prior approval of the Post Executive Committee. To assist implementation of this policy, the following form must be completed by the requesting party and submitted to the Committee.

See Attached Form



RONALD REAGAN-PALISADES POST 283
REQUEST FOR APPROVAL OF EVENTS OR ACTIVITY BY , UNDER
THE NAME OF OR INCLUDING THE POST NAME
EVENT
REQUEST FORM

For an event or activity to be sponsored by or under the name of or including the name of the Post the following information must be presented to the Executive Committee for its consideration prior to its approval of the event or activity:

1. Name:

2. Purpose:

3. Post Member in Charge:

4. When:

5. Where:

6. Who will be participants:

7. Post Financial Support:

8. If Post Member Cost, Describe:

9. Other Post Participation:

10. If There will be Public Publicity, Participation, Notice, describe:

11. Why/Expected Post Benefit:

12. Insurance Requirements:

13. Potential Liability Exposure:

Signature

Date

EXAMPLE ON FILLING OUT FORM

1. Name:

[e.g. Post 283 Riding Club
or
Celebration of 50th Anniversary of Vietnam War]

2. Purpose

[e.g. Provide Post members and guests opportunity to ride horses
or
Memorialize the Sacrifice of America's fighting men and women]

3. Post Member in Charge

[Andre Andrews
or
Ted Howells]

4. When

[Continuing on a basis where members can make reservations to ride
or
November 11, 2018]

5. Where

[--Riding Stables, -- Ave, St Louis Mo
or
Bel Air Country Club]

6. Who will be participants

[Post members and guests

or

Post members and guests, Club members and interested public]

7. Post Financial Support

[\$ -- Annual cost, payable

\$ -- monthly for maintenance

\$ -- on a per use basis

etc

or

\$ -- One Time Start up Costs {detail}]

8. If Post Member Cost, Describe

[\$ -- per ride

or

\$100 per person]

9. Other Post Participation

[Monthly notices in Post Bulletin

or

Mailing to Post members, plus regular notices of upcoming event]

10. If There will be Public Publicity, Participation, Notice, describe

[Unlikely

or

No planned or anticipated]

11. Why/Expected Post Benefit

[Help veterans mental health, provide physical exercise, etc
or
Recognize Post members, Americanism]

12. Insurance Requirements:

[Rider to Post General Insurance
or
None]

13. Potential Liability Exposure:

[Post could be sued for rider injury; riders will be required to sign waiver
or
Covered by Post General Liability Policy]

Signature

Date