



**Department of Colorado
American Legion
American Legion Auxiliary
Education and Training Conference**

**Longmont Post 32
Longmont Colorado
May 17-19, 2019**

Friday May 17, 2019

6 – 7 PM	Buffet Dinner	Longmont Post 32
7 – 9 PM	Team Building	Denise and Mike Rohan

Saturday May 18, 2019

7 – 8 am	Breakfast	Hotel
8:30 am	Opening ceremony	Commander Robb Smith President Laurie Kuntz
8:45 am	Legion Family Working the programs	
9:30 am	Understanding our volunteers	
10:15 am	Break	
10:30 am	Roberts Rules of Order - Motions	
11:15 am	Branding, Marketing and Fundraising	Mike Rohan
11:45 am	Break for lunch	Longmont Post 32
1:00 pm	Separate sessions Legion and Auxiliary	

1:00 pm	Structure of the American Legion
2:00 pm	Structure of a post meeting Manual of ceremonies Rituals The 4 "P"s Posting of Colors Prayer Pledge POW/MIA Order of business Traditions Protocol
2:30 pm	Post Operations Requirements to maintain charters Constitution and by-laws Membership requirements Officers Guide Duties and Responsibilities of officers Reports
5:00 pm	Working Dinner – Focus groups Education and Training
7:00 pm	Recess
Sunday May 19, 2019	
8:00 am	Breakfast
9:00 am	Focus Groups reports
10:00 am	Summary – Feedback – Q&A
11:00 am	Formal closing – Commander Smith, President Kuntz