



Oregon

August 13, 2024

**Attention Post Commander, Quartermaster, Adjutants, Trustees and Members**

The Department of Oregon will be hosting two Officer Training Seminars (OTS) during Fall 2024. The first OTS will be held on Saturday, August 24, 2024 in Florence at Post 3232. The second OTS will be held on Saturday, September 14, 2024 in Union at Post 4060. Check in for all OTS will begin at 8:00 AM and the training will begin promptly at 8:45 AM. The cost is \$30.00 per person. Pre Registration is required, limited registration can be done at the door. There is a possibility of another OTS but the date and location have not been determined as of yet.

**If you are a Commander, Quartermaster, Adjutant, Trustee, or Member at your post, this training will be essential and informative to help you succeed in your position and future positions.** OTS School will communicate important information regarding your responsibilities as an officer of the Veterans of Foreign Wars. We will be focused on Commander duties, 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 Commander and Quartermaster to qualify for their "White Hat" for All-State in the Commander's 2024 Membership Program, **Post Commanders and Post Quartermasters MUST attend either a Department/District SOI or OTS.***

Please complete the enclosed OTS 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, Attn: Brandy Olmstead. Registration deadlines are indicated on the enclosed Registration Form.

Breaks will be provided and lunch is included in the registration cost. Included is 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,

Bert Key  
Committee Chair

**DEPARTMENT OF OREGON VETERANS OF FOREIGN WARS  
OFFICERS TRAINING  
ELKS LODGE #1858  
1686 12TH ST  
FLORENCE OR 97439  
FLORENCE (POST 3232)**

**DEPARTMENT OFFICER TRAINING  
APPLICATION**

**Minimum number of students required to hold the class: 15**

**Limited to 30 Attendees**

**AUGUST 24, 2024**

**PRE-REGISTRATION ONLY**

**APPROVED APPLICANTS WILL RECEIVE VERIFICATION BY EMAIL (if email is provided)**

**NO REFUNDS FOR APPLICATIONS OF ACCEPTED STUDENTS**

**COST \$30 PER STUDENT – ONE STUDENT PER FORM**

**9am - 4pm**

**Lunch and materials are include in the cost**

8:00 am to 8:45 am Sign in for Pre-Registered Students – Coffee & Pastries Served  
8:45 am Class Begins

List any dietary/allergies here:

**OFFICER TRAINING CLASS**

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

**Email Address**

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

**VFW Department of Oregon  
12440 NE Halsey Street  
Portland, OR 97230**

**REGISTRATION DEADLINE AUGUST 21, 2024**

email [QM@vfwor.org](mailto:QM@vfwor.org) with questions/intent to attend

**DEPARTMENT OF OREGON VETERANS OF FOREIGN WARS  
OFFICERS TRAINING SCHOOL  
518 N MAIN ST  
UNION OR 97883  
UNION (POST 4060)**

<b>OFFICER TRAINING SCHOOL APPLICATION</b>		
<b>Minimum number of students required to hold the class: 15</b> Limited to 30 Attendees <b><u>SEPTEMBER 14, 2024</u></b> <b><u>PRE-REGISTRATION ONLY</u></b>		
APPROVED APPLICANTS WILL RECEIVE VERIFICATION BY EMAIL (if email is provided) NO REFUNDS FOR APPLICATIONS OF ACCEPTED STUDENTS		
COST \$30 PER STUDENT – ONE STUDENT PER FORM 9am - 4pm Lunch and materials are include in the cost		
8:00 am to 8:45 am Sign in for Pre-Registered Students – Coffee & Pastries Served 8:45 am Class Begins		
List any dietary/allergies here:		
<b>OFFICER TRAINING CLASS</b>		
Name	Your Current Officer Position	
Membership Number	District	Post
Street Address/PO Box		
City	State, Zip Code	
CHECK #	Phone	
<b>Email Address</b>		

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

**VFW Department of Oregon**  
**12440 NE Halsey Street**  
**Portland, OR 97230**

**REGISTRATION DEADLINE SEPT 12, 2024**

email [QM@vfwor.org](mailto:QM@vfwor.org) with questions/intent to attend