

June 17, 2022



Attention Post Commander, Quartermaster, Adjutants, Trustees and Service Officers

The Department of New York will be hosting three (3) Officer Training Seminars (OTIs) during the 2022-2023 year. The first OTI will be held on Saturday, August 13, 2022 at the Marriott Hotel, 189 Wolf Road, Albany, NY. The second OTI will be held on Saturday, August 27, 2022 at the DoubleTree by Hilton, 225 Water Street, Binghamton, NY. The third OTI will be held on Saturday September 10, 2022 at the Woodcliff Hotel, 199 Woodcliff Drive, Fairport, NY. Registration for all OTIs 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. If needed, room reservations are available at each of the hotels at a discounted rate.

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 multi-room training event with Commanders, Quartermasters, Adjutants and Service Officers* as well as any other individual interested in registering and attending Officer specific training. 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 2022-23 Membership Program, **Post Quartermasters, Post Adjutants, and One Post Trustee MUST attend a Department or District OTI to qualify for All-State.** Service Officer training is not required for All-State qualification for 2022-23; 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 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,
Dan Kell, Sr. Vice Commander/OTI Dean

DEPARTMENT OF NEW YORK

DEPARTMENT OF NEW YORK VETERANS OF FOREIGN WARS

OTI PROGRAM 2022 – Albany, NY

SATURDAY- AUGUST 13, 2022

8:00 AM – 8:45 AM Registration

8:45 AM – 9:00 AM Welcome/Introductions – Sr. Vice Commander Kell

9:00 AM – 10:15 AM **Breakout Room 1** - Service Officer Training – DSO Anderson

9:00 AM – 10:15 AM **Breakout Room 2** – Quartermaster & Trustee Duties and Responsibilities/Inspections – PSC Ratigliano/State Inspector Magliaro

10:15 AM – 11:30 AM **Breakout Room 1** – Adjutant Responsibilities/All American Dashboard/Community Service – Adjutant Mitchell/Media Chair Fletcher

10:15 AM - 11:30 AM **Breakout Room 2** – Use of OMS and Department Website – PSC Ratigliano

11:30 AM - 12:45 PM Lunch Break

12:45 PM - 2:15 PM Membership – PSC Michael Burke

2:15 PM – 2:45 PM Programs – Jr. Vice Crossett

2:45 PM – 3:00 PM Afternoon Break

3:00 PM – 3:45 PM Sexual Harassment Training – John Wenig

3:45 PM Q&A

General Information:

Cost \$35.00 Per Student, Maximum Students 200

All Participants Must Pre-Register to Attend – NO Walk-INS



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



DEPARTMENT OFFICER TRAINING
APPLICATION

Minimum number of students required to hold the class 50

Limited to 200 Attendees

AUGUST 13, 2022

PRE-REGISTRATION ONLY

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

NO REFUNDS FOR APPLICATIONS OF ACCEPTED STUDENTS

COST \$35 PER STUDENT – ONE STUDENT PER FORM

Each Student will receive a certificate of attendance for the Post Service Officer Training Class.

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

8:45 am Class Begins

CHECK ONE OF THE CLASSES

OFFICER TRAINING CLASS		QUARTERMASTER's TRAINING	
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 \$125 PER NIGHT – RESERVATION CUT OFF: JULY 29, 2022

Call for Reservations: Albany Marriott 518 458-8444
189 Wolf Road
Albany, New York 12205

REGISTRATION DEADLINE JULY 29, 2022

DEPARTMENT OF NEW YORK VETERANS OF FOREIGN WARS

OTI PROGRAM 2022 – Binghamton, NY

SATURDAY- AUGUST 27, 2022

8:00 AM – 8:45 AM Registration

8:45 AM – 9:00 AM Welcome/Introductions – Sr. Vice Commander Kell

9:00 AM – 10:15 AM **Breakout Room 1** - Service Officer Training – DSO Anderson

9:00 AM – 10:15 AM **Breakout Room 2** – Quartermaster & Trustee Duties and Responsibilities/Inspections – PSC Ratigliano/State Inspector Magliaro

10:15 AM – 11:30 AM **Breakout Room 1** – Adjutant Responsibilities/All American Dashboard/Community Service – Adjutant Mitchell/Media Chair Fletcher

10:15 AM - 11:30 AM **Breakout Room 2** – Use of OMS and Department Website – PSC Ratigliano

11:30 AM - 12:45 PM Lunch Break

12:45 PM - 2:15 PM Membership – PSC Michael Burke

2:15 PM – 2:45 PM Programs – Jr. Vice Crossett

2:45 PM – 3:00 PM Afternoon Break

3:00 PM – 3:45 PM Sexual Harassment Training – John Wenig

3:45 PM Q&A

General Information:

Cost \$35.00 Per Student, Maximum Students 200

All Participants Must Pre-Register to Attend – NO Walk-INS



DEPARTMENT OF NEW YORK VETERANS OF FOREIGN WARS
OFFICERS TRAINING
DOUBLE TREE BY HILTON
225 WATER STREET
BINGHAMTON, NEW YORK



DEPARTMENT OFFICER TRAINING
APPLICATION

Minimum number of students required to hold the class 50

Limited to 200 Attendees

August 27, 2022

PRE-REGISTRATION ONLY

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

NO REFUNDS FOR APPLICATIONS OF ACCEPTED STUDENTS

COST \$35 PER STUDENT – ONE STUDENT PER FORM

Each Student will receive a certificate of attendance for Attending the Training Class.

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

8:45 am Class Begins

CHECK ONE OF THE CLASSES

OFFICER TRAINING CLASS

**QUARTERMASTER's
TRAINING**

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 \$125 PER NIGHT – RESERVATION CUT OFF: August 17, 2022

Call for Reservations:

DOUBLE TREE BY HILTON
225 Water Street
Binghamton, New York 13901

607-722-7575

REGISTRATION DEADLINE- AUGUST 17, 2022

DEPARTMENT OF NEW YORK VETERANS OF FOREIGN WARS

OTI PROGRAM 2022 – Rochester, NY

SATURDAY- SEPTEMBER 10, 2022

8:00 AM – 8:45 AM Registration

8:45 AM – 9:00 AM Welcome/Introductions – Sr. Vice Commander Kell

9:00 AM – 10:15 AM **Breakout Room 1** - Service Officer Training – DSO Anderson

9:00 AM – 10:15 AM **Breakout Room 2** – Quartermaster & Trustee Duties and Responsibilities/Inspections – PSC Ratigliano/State Inspector Magliaro

10:15 AM – 11:30 AM **Breakout Room 1** – Adjutant Responsibilities/All American Dashboard/Community Service – Adjutant Mitchell/Media Chair Fletcher

10:15 AM - 11:30 AM **Breakout Room 2** – Use of OMS and Department Website – PSC Ratigliano

11:30 AM - 12:45 PM Lunch Break

12:45 PM - 2:15 PM Membership – PSC Michael Burke

2:15 PM – 2:45 PM Programs – Jr. Vice Crossett

2:45 PM – 3:00 PM Afternoon Break

3:00 PM – 3:45 PM Sexual Harassment Training – John Wenig

3:45 PM Q&A

General Information:

Cost \$35.00 Per Student, Maximum Students 200

All Participants Must Pre-Register to Attend – NO Walk-INS



DEPARTMENT OF NEW YORK VETERANS OF FOREIGN WARS
OFFICERS TRAINING
WOODCLIFF HOTEL
199 WOODCLIFF DRIVE
FAIRPORT, NEW YORK



DEPARTMENT OFFICER TRAINING
APPLICATION

Minimum number of students required to hold the class 50

Limited to 200 Attendees

SEPTEMBER 10, 2022
PRE-REGISTRATION ONLY

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

NO REFUNDS FOR APPLICATIONS OF ACCEPTED STUDENTS

COST \$35 PER STUDENT – ONE STUDENT PER FORM

Each Student will receive a certificate of attendance for Attending the Training Class.

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

8:45 am Class Begins

CHECK ONE OF THE CLASSES

OFFICER TRAINING CLASS

**QUARTERMASTER's
TRAINING**

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 \$209 PER NIGHT – RESERVATION CUT OFF: SEPT 2, 2022

Call for Reservations: Woodcliff Hotel 585 381-4000
199 Woodcliff Drive
Fairport, New York 14450

REGISTRATION DEADLINE – SEPTEMBER 2, 2022