



Veterans of Foreign Wars- Department of Minnesota

# Officer's Training Institute

June 13, 2024

## ~POST Registration~

### WHO:

- ◆ Commanders ◆ Sr Vice ◆ Jr Vice ◆ Quartermasters ◆
- ◆ Adjutants ◆ Trustees ◆ Interested Members ◆

### WHEN:

**June 13<sup>th</sup>, 2024 ALL Attendees 8 am – 4 pm**

(District Officers will meet June 12th and attend  
Commander/Quartermaster Meeting on June 13th - **Use Separate District  
Registration Form**)

### WHERE:

**Kahler Grand Hotel, 20 SW 2<sup>nd</sup> Avenue, Rochester, MN**

**COST: \$75.00 per person... *DUE by May 24<sup>th</sup>***

Includes Beverages, Lunch, Registration,  
Flash Drive of Course Materials and Supplies.

**NOTE: Printed Class Materials are no longer available-Flash drives only**

**WALK-IN REGISTRATION SHOULD BE MINIMALIZED AS LUNCH  
IS PREORDERD**

*Please note if you have any specific dietary needs.*

### **Fill out form below and return to:**

Dept. of MN Veterans of Foreign Wars  
Rice Street Station  
PO Box 17146  
St Paul, MN 55117

**MAKE CHECKS PAYABLE TO: Dept of MN VFW**

## OTI

### Tentative Schedule

#### **WEDNESDAY, June 12th**

5:00 - 7:00 PM Early Registration

6:00 – 8:00 PM **REQUIRED For District  
Officers** (Use Special District Form)

**Adjutants are highly encouraged to attend  
Commander's Classes**

#### **THURSDAY, June 13th**

7:00 – 9:00 AM OTI Registration

#### **OFFICERS TRAINING SCHOOL**

8:00 – 12:00 PM

- ◆ Commander Class which includes Leadership, Membership, Programs, Disciplinary Action, Fundraising, Administrative Responsibilities
- ◆ Quartermaster/Trustee Class/Inspections

**-LUNCH-**

1:00 – 4:00 P.M.

- ◆ Commander Class which includes, Parliamentary Procedures, Summary of QM & Trustees with question answer at the end of session
- ◆ Quartermaster/Trustee Class/Audits  
**(Watch for Schedule Changes as break-out opportunities may develop)**

POST REGISTRATION

**OFFICER'S TRAINING INSTITUTE**

POST REGISTRATION

*Thursday, June 13<sup>th</sup>, 2024*

**Post # \_\_\_\_\_ District # \_\_\_\_\_**

Person Completing Form \_\_\_\_\_ Title \_\_\_\_\_

Primary Phone # \_\_\_\_\_ Email \_\_\_\_\_

Enclosed is \$ \_\_\_\_\_ for \_\_\_\_\_ reservations at **\$75.00 each** for the OTI training on June 13<sup>th</sup>, 2024.

	<b>FIRST NAME</b>	<b>LAST NAME</b>	<b>TITLE</b>	<b>SCHOOL ATTENDING</b>
<b>1</b>			ADJUTANT <i>(Highly Encouraged)</i>	<input type="checkbox"/> Commander School <b>OR</b> <input type="checkbox"/> Quartermaster School <b>Flash Drive INCLUDED</b>
<b>2</b>				<input type="checkbox"/> Commander School <b>OR</b> <input type="checkbox"/> Quartermaster School <b>Flash Drive INCLUDED</b>
<b>3</b>				<input type="checkbox"/> Commander School <b>OR</b> <input type="checkbox"/> Quartermaster School <b>Flash Drive INCLUDED</b>
<b>4</b>				<input type="checkbox"/> Commander School <b>OR</b> <input type="checkbox"/> Quartermaster School <b>Flash Drive INCLUDED</b>

REGISTRATION FORM AND REMITTANCE MUST BE RETURNED

**NO LATER THAN May 24<sup>th</sup>, 2024**

