Legionnaire Training Session in Mott, ND

Saturday, December 5, 2026 at 1:00 pm
Taylor-Skartvedt American Legion Post 71
Hettinger Country Courthouse (Basement)
336 Pacific Ave, Mott, ND 58646

All members (not just officers) are invited to attend from any Post. Spots are a premium and limited. First come (RSVP), first in attendance.

Please mark which topics you would like training on. Items may be removed if there is no or little interest in the topic. Additional training requests may or may not be covered during the training session, but if not covered, you can request one-on-one training.

Training Topics – *Please mark which items you would like training on.*

____ Membership Training – ***Bring a Laptop if at all possible***
- ____ Basics of membership updates and processing in MyLegion
- ____ Run Reports: Post Rosters, Online Renewals, Renewal Letters, Labels, etc....
- ____ Member Recruitment: Post 500 Members, Members in My Area, Project Stay Active, etc...
- ____ Additional Membership Training Request: _____

____ Post Adjutant Guidebook Items
- ____ Adjutant Duties
- ____ Reports: Post Officers, Post Data Report (PDR), Membership Goal Questionnaire....
- ____ Additional Adjutant Training Request: _____

____ Post Officer Guidebook Items
- ____ How to conduct a meeting
- ____ Color Guard: Ordering Ammo and Rifles
- ____ Flag Etiquette
- ____Additional Officer Training Request: _____

____ Parliamentary Procedures
____ Membership Awards
____ Department Awards (Legionnaire of the Year, Fire Fighter, etc...)
____ Consolidated Post Reports (CPR)
____ American Legion National Flag Program
____ Additional Training Topics Not Listed Above: _____

Please ***bring a laptop*** (if you are able) for the MyLegion training. Please **sign up for MyLegion by 11/30/2026** in case there are any issues with registering your MyLegion account.

One-on-one additional training may be available following the training session if able.

Please RSVP to the American Legion Department of ND *by 11/30/2026* to the training session by email to info@ndlegion.org or by mail to ND American Legion, PO Box 5057, West Fargo, ND 58078.

Name _____ Post Location _____ Post # _____

Phone Number _____ Email Address _____

Do you currently have a MyLegion account? Yes / No

If yes, Do you have access to the Post info under MY GROUPS on MyLegion? Yes / No

If no, contact the Department ASAP at 701-293-3120

If no, please register your account **by 11/30/2026** in case there are any issues with registering your account and having access to MY GROUPS.