

## Involvement has its Benefits

- Camaraderie
- Contributing member of community
- Support system
- Part of a larger organization
- Discounts at some retail establishments (members)
- Accident insurance at a group rate (members)
- Discounted Life Flight Membership (veterans and still-single widows)

## Involvement has its Responsibilities

- We need your commitment for helping at Legion events on a regular basis
- Friday night socials
- Special events
- Color guard
- Funeral/Memorial services
- Honoring those who have given the ultimate sacrifice
- Ceremonial Details

## Skills & Talents Needed

- Team player
- Willingness to listen to and learn from others
- Sense of humor

## Kitchen Crew:

### Cook Assistant

- 6-8 hours for Friday nights
- 2-4 hour shifts for large events
- Requires completion of "Food Handlers Certification" through Central District Health (We'll help with this)
- Hat and gloves required (provided)
- Cook as assigned by Catering Manager
- Maintain clean environment
- Take out garbage at the end of the night (or more often if needed)

### Dishwasher

- Lead dishwasher:
  - Works from 4 pm to finish on Friday nights
  - Works 2 – 4 hour shifts for large events
- Support dishwasher:
  - Works from 6 pm to finish on Friday nights
  - Breaks down the line after serving is finished
  - Helps with clean up after serving is finished

### Serving and Busing

- Time commitment of 2 – 3 hours
- Must wear hat and gloves
- Eat your meal only after everyone is served
- Help with clearing tables and clean up

## Front of House:

### Set up

- 2 – 3 hours (Each task is a separate commitment)
  - Set up and place tables and chairs
  - Table clothes and decorations on tables
  - Wrap silverware
  - Set up and maintain coffee station

*(keep looking ... even on the other side of this sheet – yes, there is a lot to do to make our Legion and Auxiliary successful.)*

## Welcoming and Front Table

- On duty from 4:30 until serving begins on Friday nights
- Shifts of 2 -3 hours for large events
- Take money for the meal and balance the till at the end of shift
- Sell Pie Raffle tickets and coordinate the drawing
- Ensure everyone feels welcome and comfortable – may mean introducing guests and new members to others

## Bartending:

- On duty from 4:30 until close for Friday nights
- Make and serve drinks
- Make popcorn
  - Balance the till at the end of the night
- Take out garbage from lounge and bar
- Lock up bar
- Insure building is secure; lights off, thermostat set at appropriate temperature, sound system is turned off.

## Volunteer Coordinator:

- Weekly commitment of 3-5 hours (may have more than one in order to share the responsibility)
- Communicate with those needing volunteers (kitchen, bar, front of house, etc.) and arrive at the number of volunteers needed for each specific event
- Contact volunteers and get their commitment

## Event Coordinator:

- Detail and coordination for large, special events (3 or 4 times per year)
- Publicity for event
- Insure communication is clear & consistent
- Work with Volunteer Coordinator

*Please complete this section, tear or cut it from the brochure and place it in the "Suggestion" box near the front door of the Lounge.*

Based on the information provided,

I'm most interested in helping with:

- Cook Assistant
- Dishwasher
- Serving and Busing
- Set up
- Tear down and clean up
- Welcoming and Front Table
- Bartending
- Membership Meetings
- July 4<sup>th</sup>
- Veteran's Day
- Memorial Day
- Annual Post Picnic
- Thanksgiving
- Santa Party
- Boys and Girls State
- Computer Skills
- Volunteer Coordinator
- Event Coordinator
- Other (past experience and/or special skills) \_\_\_\_\_

Name: \_\_\_\_\_

Address \_\_\_\_\_

e-mail \_\_\_\_\_

Phone #'s \_\_\_\_\_

I am :

- \_\_\_ Legion Member
- \_\_\_ Sons of the American Legion
- \_\_\_ Auxiliary Member
- \_\_\_ Auxiliary Jr. Member
- \_\_\_ Friend of Post 60

I would like to work \_\_\_\_\_ times per month .

Best days for me to help out are \_\_\_\_\_.

Best times for me to help are: \_\_\_\_\_.

I am not available (times, days, seasons)

Any additional comments? Please include them here:

### **Recurring Special Events**

The following events require differing skills and time commitments – but all require teamwork to make the event successful.

- **Membership Meetings**
  - Set up tables and chairs
  - Bring food to share
  - Help with clean up
- **July 4<sup>th</sup>**
  - Participate in Parade
  - Color guard
- **Veterans Day**
  - Color Guard and program participation
  - Ceremonial disposal of flags
- **Memorial Day**
  - Ceremonial Detail at each cemetery and at the Legion
- **Annual Post Picnic (August)**
  - Help with set up
  - Haul drinks, coolers, steaks, charcoal, etc to event site and back to the Legion Hall
  - Bring food to share with others
- **Community Thanksgiving**
  - Help in kitchen
  - Dishwashing
  - Set up
  - Clean up
- **Community Santa Party**
  - Gather donated gifts
  - Wrap gifts
  - Decorate hall
  - Welcome children & families
  - Help make fleece blankets
  - Photographer and printer assistants

- **Boys and Girls State**
  - Make presentations at Cascade High School
  - Interview applicants
  - Prepare candidates for the events to ensure success

### **Unscheduled Smaller Events**

- Funerals – Rifle Detail, Food Service
- Public Meetings
- Weddings
- Chamber of Commerce Functions
- Pioneer Picnic

### **Large Events (Fund Raising)**

#### **Examples:**

- **Four Summit Bicycle Challenge**
  - Week long help needed – work 2 -4 hour shifts – primarily food preparation some hall prep and bartending
  - Clean up
- **Air Show**
  - Work 2 -4 hour shifts – primarily food preparation some hall prep
  - Transporting food to & from the event
  - Serving food
  - Clean up
- **Cinco-de-Mayo**
  - Solicit & Gather donations
  - Food Prep
  - Food Service
  - Auction Spotters
  - Front Desk Sales (meal & auction paddles)
  - Payment Center
  - Clean up

**Welcome to**

**American Legion  
Post 60**

**Cascade Idaho**

**Our Mission:  
Service to  
Veterans,  
Children & Youth  
and our Community**