Sons of The American Legion Detachment of Florida
Membership Training & Development Committee



Catalog of Training Sessions 2026-2027

Revised: OCTOBER 2, 2026

Peter T Puzzo, Chairman

mtd@floridasons.org (772) 532-6511

DATE: JULY 1, 2026

Congratulations to all our newly elected and appointed Officers throughout the Detachment. As Chairman of Membership Training & Development (MTD), it is my job to see to the required training of our membership so that each may do his part in making the Detachment & the Organization successful. However, I cannot do my job if nobody shows a need for training. That is where you come in. I need each Squadron Officer, District Officer, and Area Vice Commander to research the needs of those under your jurisdiction. Using the Chain of Command that was discussed at the Convention, please relay your needs to me. I have a committee of individuals who, like myself, ask for nothing but the opportunity to help us all grow.

To that end, I have put together this Catalog of Training Sessions. In it you will see that the Sessions may be held locally (for specific Squadrons or Districts), or centrally for multiple Squadrons, Districts or Areas.

If we come out to answer your request, I only ask that you prepare the training room, and insure at least 15 attendees. You will need to come up with a tentative date and time. Once I have the information, I will get back to you directly to set up a finalized schedule.



Peter T Puzzo
Chairman, Member Training & Development Committee
Sons of The American Legion, Detachment of Florida

mtd@floridasons.org
(772) 532-6511

LOCAL TRAINING SESSION

BASED ON INDIVIDUAL NEEDS OF THE SQUADRONS

1) OFFICER POSITION TRAINING

- Squadron Commander/Vice Commander
- Squadron Adjutant
- Squadron Finance Officer
- Squadron Sgt-At-Arms
- Squadron Judge Advocate
- Squadron Chaplain
- Squadron Historian
- Committee Chairman
- Leadership Series

2) SQUADRON INFO-GRAMS

Set up for use by Squadron Officers at meetings or as needed. Basic knowledge information for new members & for long-time members as a refresher. These are updated as needed by MTD.

3) EVENT PLANNING TRAINING

Set up to show Squadrons how to create and host Events. It also promotes how to maintain productivity numbers for the End of Year Forms.

4) AMERICANISM PROGRAMS Ties into Event Planning

Set up to give your Squadron an idea of the programs within the Americanism Pillar. It will give your membership an idea of how to reach out into their community to help perpetuate 100% Americanism.

5) VETERAN PROGRAMS Ties into Event Planning

Set up to give your Squadron an idea of the programs within the VA & R Pillar. It will give your membership an idea of how to reach out to help, honor & remember our Veterans.

6) COMMUNITY AWARENESS Ties into Event Planning

Set up to give your Squadron some programs that can be run to make the community more aware of our organization and the principles we stand for. It is a good recruitment base.

7) CHILDREN & YOUTH

Set up to help your Squadron develop programs that help guide our next generation of Americans in the proper direction. Ties into Event Planning (#3).

8) TEN IDEALS & 5 STAR PROGRAMS

Teaches the Squadron about how to go about training the newest members and educating the long-time members about the Core Principles of the Sons of The American Legion.

CENTRALIZED TRAINING SESSION

BASED ON NEEDS OF THE DISTRICT & AREA

1) LEADERSHIP SERIES TRAINING

Set up for new and repeat Officers who may not have the leadership skills or knowledge. Used in this session are the Officer based Info-Grams. Includes Officer Position Training for District and/or Area.

2) COMMUNICATIONS

The Communications Process, the Communication Guide usage, and the Chain of Command.

3) END OF YEAR FORMS COMPLETION

Line by line instruction and target dates. How to set up a file for recording time and money used during the year.

4) ADDITIONAL PROGRAMS REQUIRED BY DETACHMENT, DEPARTMENT & HEADQUARTERS

- myLegion.org
- Committees & Commissions
- Getting Involved

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REQUEST FOR TRAINING

Person Requesting Training: _____

Requesting Person's Title: _____

Squadron # _____ **District #** _____ **Area:** _____

CLASS(ES) REQUESTED:
Please circle number for the class(es) being requested

LOCALIZED: **1** **2** **3** **4** **5** **6** **7** **8**

CENTRALIZED: **1** **2** **3** **4**

If circling #4, please indicate what subject you would like more training on _____

Possible Dates Requested: _____ **or** _____

Please complete the form, scan it and email it to:

MTD@FLORIDASONS.ORG and copy to: ADJUTANT@FLORIDASONS.ORG

Once it is received, you will be contacted to set the dates as requested.

Thank You,

Peter T Puzzo-Chairman

Chairman, Member Training & Development Committee