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*Post Best Practice
District 16*



June 13, 2017

Dear Legionnaire <<Last Name>>,

District Handbook

- [District 16 Handbook MS Word](#)
- [District 16 Handbook PDF](#)

District 16 has sent over 125,000 e-mails to Legionnaires over the last few years. This our first e-mail focused on a "District Best Practice" as it is focused on our newly developed District 16 Handbook.

Through is our district handbook we hope to provide new Legionnaires and district leaders a basic resource document about District 16. Sort of "Legion District 101" course material. The handbook includes information on:

- The District
- District Executive Committee (DEC)
- District Officer Duties
- District Meetings
- Training, and
- Preamble
- Leader Contacts

Here is the table of contents, to give you a better idea of what the Handbook covers.

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District Handbook or Post Handbook?

Is this a District or Post Handbook? There are many similarities in the structure and organization our posts and districts. This handbook was developed as our District 16 Handbook. Harley Santos, Area 6, Vice

handbook for another district or a post. We agree. We have always hoped what we produce for members of District 16, could be "Mutually Helpful" for all our comrades.

This is our policy on other Legionnaires using the materials we produce: *"District 16 grants permission to members of The American Legion to use our copyrighted material, as long it is not used for direct monetary gain."*

Good Legionnaires, who wish to use our District 16 handbook as the basis for creating their own district or post handbook, are encouraged to do so. If you have questions or want some help, please let us know.

Several district leaders started discussing the idea of developing a District 16 Handbook (originally called New Officer Guidebook) some time back as a reference tool and training resource.

A good number of District 16 leaders have provided encouragement and content for our handbook, including:

- Janice Somers, Second Vice Commander
- Harley Santos, Area 6 Vice-Commander
- Steve Weber, District Judge Advocate
- Fred Pierce, District Finance Officer
- Barbara Lombrano, First Vice Commander
- John Fazzone, District Adjutant
- Donnie Clay, District Sgt-at-Arms
- Dan Crow, District Chaplain
- Dennis Fercho, Past Department of California Commander
- Dave Forney, Past District 16 Commander
- Michael Stadnick, District Commander, and
- Rick Pushies, District Webmaster

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If you like the idea of our District 16 Handbook, please share the idea.

Visit the District 16 web site.
districtsixteen.org (click here)



A leader is one who knows
the way, goes the way, and
shows the way.

John C. Maxwell



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