



AMVETS Post _____

STANDARD OPERATING PRACTICES COVERING

CANTEEN

MAY 1, 2018

Table of Contents

Page 3 -----	Article I. Introduction
Page 4 -----	Article II. Definitions
	Article III. Members, Guests & Special Guests
Page 5 -----	Article IV. Duties and Responsibilities
Page 9 -----	Article V. Dress Code
	Article VI. Hours of Operation
	Article VII. Code of Conduct
Page 10 -----	Article VIII. Disciplinary Action
	Article IX. Empowerment
Page 14 -----	Article X. Empowerment
	Article XI. Certification

APPENDICES

Page 15 -----	Appendix A – Sample Counseling Form
Page 16 -----	Appendix B – Sample Written Warning
Page 17 -----	Appendix C – Daily Drawing
Page 18 -----	Appendix D – Weekly Drawing
Page 19 -----	Appendix E – Shake the Bones
Page 21 -----	Appendix F – Instant Bingo
Page 22 -----	Appendix G – Stamps

CANTEEN OPERATON

Article I. Introduction

1. The AMVETS National Bylaws Article VII, Section 3(b). and AMVETS Department of Florida Article VII, Section 14, require any Post Clubroom, Canteen or Social Quarters maintained or operated for the convenience and pleasure of Post members, and the name of AMVETS or its insignia is displayed or used, a Board of at least 3 Trustees shall be elected by, and from among the membership of the Post to supervise its activities, operations, and finances. No elected Post officer may hold a position as a trustee since those are elected positions. Trustees are not considered elected post officers. All monies derived from such activities shall be accounted for and placed in the care and custody of the Post Finance Officer. The National Bylaws Section 3 (c). further requires any post operating a clubroom as mentioned in Section 3 (b) hereof shall be required to carry workers' compensation insurance (in accordance with the law of the state in which the post is located) and public liability insurance, including product liability and personal injury coverage, with a minimum single limit of \$500,000.
2. The Post _____ Canteen Activities, Operation and Finances are under the direct control of the Board of Trustees (BOT). It is their function to ensure that our membership receives the best service from properly trained bartenders serving quality refreshments. House Rules are developed by the BOT and presented by the Executive Board for approval by the membership at any regular meeting.
3. The Post Canteen is to raise funds at an amount stated in the annual budget developed by the finance officer and approved by the membership. They do this while providing and promoting an enjoyable fun social atmosphere for AMVETS members, subordinate organizations and their guests.
4. The Post Canteen may be used by AMVETS and its subordinate organizations to host fund raisers and special events. Fund raisers and special events must first be approved by the Executive Committee then coordinated through the BOT.
5. The BOT is responsible for the Activities, Operation and Finance of the Canteen. Unless there is a membership meeting in process the entire facility is considered the Canteen.
6. There will be no alcoholic beverages, and/or any other items taken from the premises except for takeout meals in approved containers. No alcoholic beverages can be taken out upon departure from the post.

Article II. Definitions

1. The following terms are herein defined as they apply to these Rules:
 - a. AMVETS Post ____: The building and grounds operated by the AMVETS Post ____.
 - b. Canteen: the area of the Post where alcoholic beverages are stored, dispensed and consumed. Unless there is a meeting in process the entire facility except the kitchen is considered the canteen.
 - c. Member: any person who has paid their current annual dues or possesses a lifetime membership card and is a member in good standing of the AMVETS or subordinate organizations.
 - d. Guest(s): any person who is not an AMVETS member that is individually sponsored and has been invited to visit the Post Home and is signed in on our guest book by a member in good standing. The member in good standing signing the guest in is responsible for the guest's actions while at the Post.
 - e. Special Guest: any active duty military, national guard or reservist showing appropriate identification. Any member of an active AMVETS Post with a current membership card regardless of the State the membership card was registered.
 - f. Minor: any person who has not attained the age of 21 years

Article III. Members, Guests and Special Guests

1. Members of AMVETS Post ____ and its Subordinate Organizations:
 - a. Possess a valid AMVETS or AMVETS subordinate organization membership card issued from AMVETS Post ____ for the current year or life and is a member in good standing.
 - b. Does not need to sign the guest register upon entry
 - c. Shall be permitted access to the post premises and canteen during normal operating hours.
 - d. Are permitted to invite spouses, children, parents, grandparents and guests to accompany them to the Post. Upon entry members are required to sign said individuals into the guest register and shall be responsible for them while on the premises.
 - e. Must show valid membership card to bartender.
 - f. There will be no alcoholic beverages, and/or any other items taken from the Post with the exception of takeout meals in approved containers. No alcoholic beverages are allowed to be taken out upon departure from the post.

2. Members of Other Posts
 - a. A person who possesses a valid AMVETS or AMVETS subordinate organization membership card issued from an AMVETS Post other than AMVETS Post _____ are required to sign the guest register upon entry.
 - b. Shall be permitted access to the post premises and canteen during normal operating hours.
 - c. Must show valid membership card to bartender.

3. Special Guest – Active Duty Military Personnel
 - a. An active duty military person who possesses a valid military identification card and is not a regular AMVETS member.
 - b. Are required to sign the guest register upon entry.
 - c. Shall be permitted access to the post premises and canteen during normal operating hours.
 - d. Do not need to be accompanied by a sponsor.
 - e. Must present a valid military identification card to the bartender.

4. Minors
 - a. Any person under the age of 21 will be considered a minor.
 - b. Minors are not allowed to be seated at the bar or standing at the bar at any time with the exception of uniformed service members.
 - c. Are allowed in the building with parents or guardians who maintain strict control until 9 p.m. except on special occasions when they may remain with proper parental supervision until the end of that event.

Article IV. Duties and Responsibilities

1. Board of Trustees. The Board of Trustees (BOT) are elected by the membership. All elected Trustees are part of the Board. Immediately after election the BOT will meet and elect the Chairman of the Trustees. The BOT will meet monthly and discuss the activities, operation and finances of the Canteen. The BOT is responsible for the development, approval and implementation of the House Rules. They will ensure that a copy of the House Rules is posted for members and guests to read. The Chairman of the Board of Trustees (CBOT) will advise the Executive Board of any issues arising from the meeting. Once each 6-month period the BOT will do a price comparison of the cost of liquor and beer versus the prices charged the membership. The Canteen must maintain at least a 105% profit on sales.

2. Chairman of the Board of Trustees (CBOT) will ensure that:
 - a. the Canteen Operation is providing a friendly service to our members, guests and special guests.

- b. all approved activities are supported by the Canteen staff to ensure we have the right level of service for our members, guests and special guests.
 - c. any refusal of service or ejection from the Post applied by the Bartenders for infractions in the House Rules is within the content of this document and the Constitution and Bylaws, consistent, and deserving of the offense.
 - d. he works with the Finance Officer to ensure that the Canteen is meeting or exceeding the annual budget approved by the Executive Board and membership.
 - e. He holds monthly trustee meetings discussing any problems encountered, improvements required, and upcoming activities that may need more attention.
 - f. Attends Executive Meetings to report on the activities, operation and finances of the Canteen brought up in the Trustee meeting.
 - g. Trustees are assigned to account for the monies that are derived from the Canteen Operation and on hand for any activities supported by the canteen. This is done daily to ensure we have accountability.
 - h. Monetary discrepancies are investigated and reported to the Finance Officer and Post Commander as soon as they are discovered and reports the findings and outcomes at the next Executive Board.
 - i. He supervises the Bar Manager
 - j. the female Bartenders working night shifts have a chaperone to escort them out of the Canteen when it is closed for the evening.
 - k. money bags for bartenders contain the correct amount and type of currency.
 - l. once each 6-month period reconcile the drink prices versus the cost of liquor being purchased. The result is the canteen must make not less than 105% profit. Report any price changes to the membership in the form of a motion if price changes are required.
 - m. he is responsible for the appointment of the Canteen manager as well as discipline and termination of the Canteen Manager and signs off on volunteers and paid employees working the Canteen. The CBOT is the first appeal level for any complaints by volunteers and employees working in the Canteen that have been disciplined by the Bar Manager. The second appeal is the _____. The employees and volunteers are covered by State and Federal Statutes rather than the Post Constitution and Bylaws.
 - n. the post canteen is a harassment free work environment.
3. Bar Manager will:
- a. Be responsible for the scheduling, training, discipline and termination of volunteers and employees working as volunteers or employees in the Canteen.

- b. Develop and maintain an inventory process for all items used or sold at the Canteen.
 - c. Be responsible for all aspects of the Point of Sale (POS) machine. Utilizing its capability to track all types of sales and no sales, manage the inventory and track costing.
 - d. Ensure that we are getting the best price for the items purchased.
 - e. Establish minimum and maximum inventory of items to be on hand at the Canteen.
 - f. Insure that the correct items are on hand as far as types of liquor, keg beer, bottle beer, soda and mixes. Monitor the usage and make changes based on factual information and member requests.
 - g. Ensured that liquor and beer are stored properly. No open bottles of liquor will be in the storage they may only be on the usage racks in the canteen. Beer cases should be rotated on a weekly basis to ensure that we are utilizing a first in first out basis on bottled or can beer and kegs.
 - h. Ensure that Bartenders have successfully completed the TIPS Training.
 - i. Ensure Bartenders are covering all shifts including special event days where multiple bartenders are required.
 - j. Manages the assigning of new Bartenders to the Post Canteen Operation approved by the trustees and CBOT.
 - k. Works with the Finance Officer to ensure the Canteen meets the financial obligation set in the fiscal budget.
 - l. Reviews cost of alcohol and beer on a semi-annual basis. Compares the cost of alcohol with the price of the drinks. Makes recommendation to the Chairman of the Trustees if changes are in order. Maintains at least a 115% profit level in the Canteen based on the approved budget.
 - m. Assigns trained volunteer and employee Bartenders to specific shifts.
 - n. Ensures that we have enough volunteer Bartenders to meet our requirements. Ensures no bartender works more than 5 shifts per week and no bartender works a double shift on any day.
 - o. Assist the Bartenders in their handling of any infractions of the House Rules.
 - p. Ensures all money bags are recounted and in agreement with the cash register Z tape. Secures the money until it is turned over to the finance officer.
4. Trustees will:
- a. Support the Chairman of the Trustees and Bar Manager
 - b. Attend the monthly trustees meeting
 - c. Make recommendations on improvements to the Canteen Activities, Operation and finances.

- d. Volunteer for shifts for counting the monies derived from the operation of the Canteen and assists the bartender when needed with the daily operation of the canteen.
- e. Investigate and report any monetary discrepancies to the Bar Manager and the Chairman of the Trustees.
- f. Assist the Bartender in their handling of any infractions to the House Rules.
- g. Ensures that no beverage bottles are open in the liquor storage area and no bottle of liquor is topped off. Once open they must stay in the canteen area and not in the liquor storage area.
- h. Works shifts to assist the bartender in tapping kegs, stocking cooler, icing beer and keeping ice level operational for making mixed drinks. Assist in emptying containers with empty beer bottles and the garbage containers.
- i. Volunteers to escort the bartender out of the building during hours of darkness when the post is closed and secured.

5. Bartenders will:

- a. Maintain their level of training to meet the State of Florida Regulations (TIPS) training (paid for by the Post)
- b. Ensures no games are played prior to opening the canteen and once canteen last call is announced ensures the gaming is stopped.
- c. Cash member's personal checks not exceeding \$50.00. Initials all checks cashed during their shift.
- d. Report to work prior to their shift in sufficient time to verify money bags and prepare the bar for service.
- e. Provide prompt and courteous service to patrons at the Canteen.
- f. Ensure the money bags have the correct amount of cash prior to their shift. If not, have a trustee or elected post officer verify the shortage or overage. Places money in a secure safe after verified with Z-tape.
- g. Be solely responsible for proof of membership before serving customers.
- h. Check for proper age so that no minor sits at the bar nor gets served alcoholic beverages.
- i. Sells patrons proper beverages
- j. Notify Bar Manager in advance if you will not make an assigned shift.
- k. Ensure bar top and high tops are clean and ash trays are emptied on a regular basis.
- l. Routinely empty beer bottles and cans to back room.
- m. Keeps canteen patrons orderly and takes exception to those that may become out of line. Manages rumor control and negative talk about officers, members and employees.

- n. Refuses service to a patron who has become intoxicated, belligerent or unruly.
- o. Enforce all House Rules at all times.
- p. Writes up House Rule Infractions and reports to Bar Manager.
- q. Answer phone calls in a polite tone of voice representing Post 777 Canteen.
- r. Restocks cooler at the end of the shift
- s. At the end of the shift, compares Z tapes from cash register with money in the drawer. Fill out the proper paperwork and ensure that all bags are properly secured in the safe. Reports any inconsistencies to the Bar Manager.
- t. If closing, make a tour of all entrances and exits to ensure they are secured. Cleans high-top tables, turns off all machines, and lights that are not part of the building security. Ensures all money bags are secured in the safe. Arms the alarm and exits the building locking the door behind.

Article V. Dress Code

- 1. AMVETS Post _____ is a family-oriented veteran’s organization, therefore all members and guests are expected to dress appropriately.
 - a. Abbreviated, suggestive clothing is prohibited on the post premises.
 - b. Profane or obscene artwork or text on clothing is not permitted.
 - c. Shirts, shoes and appropriate pants or shorts must be worn at all times.
 - d. Dress Code will be enforced by the bartender on duty or Post Officers present at the time.

Article VI. Hours of Operation

1.	Oct 1 – Mar 31	Apr 1 – Sep 30
Sunday thru Thursday	_____	_____
Friday & Saturday	_____	_____

- 2. Bartenders will call Last Call 30 minutes prior to close
- 3. All Patrons are to leave the Canteen at closing time
- 4. Bartender on duty may close the Post Sunday through Thursday at 9 p.m., Friday and Saturday at 11:00 p.m. if there are only 3 members or guests at the canteen.
- 5. Board of Trustees may modify or extend Canteen hours as needed for special events.

Article VII. Code of Conduct

1. All members of AMVETS Post _____, guests and special guests shall be treated with proper respect.
2. Lewd, foul or obnoxious remarks and gestures directed at other members will not be tolerated.
3. No one may publicly reprimand or criticize an Officer, Canteen Manager, Bartender, Guest or Special Guest or other member of AMVETS Post _____ including its subordinate organization members.
4. Loud, profane, obscene language or physical abuse and/or threats to others are absolutely prohibited.
5. No person(s) known to act in a vicious or immoral reputation will be admitted or allowed to remain on the AMVETS Post _____ premises.
6. Theft is absolutely prohibited by anyone patronizing the Post.
7. All members, special guests, active military and anyone visiting the post must be in proper attire as determined by the bartender on duty or Post Officer.
8. The facility belongs to the Members and should not be damaged in any way by any person.
9. On meeting nights all AMVETS will attend the meeting, will vacate the canteen "Glass in Hand" or leave the Post.
10. There will be no pets of any kind allowed in the Post unless they are service animals displaying the proper attire.

Article VIII. Disciplinary Action Members and Guests

1. Violators of the House Rules will be verbally warned for the first offense or if deemed necessary action will result in temporary suspension of privileges up to expulsion within the limits of the Constitution and Bylaws.
2. Any repeat offense will prompt violator(s) being asked to leave the premises by the Canteen Manager, Trustee on duty or Bartender on duty. The names(s) of the person(s) will be reported to the Board of Trustees and Commander within 8 hours of the offense.
3. Serious offense or threats must be reported to the Chairman of the Trustees and Post Commander immediately by phone.
4. Further disciplinary action or prolonged suspension may be carried out by the Commander in accordance with the Constitution and Bylaws.
5. Any person asked to leave the post by any AMVETS Post Officer, Trustee, Canteen Manager or Bartender on duty shall not be permitted to return to the premises for a minimum of 24 hours.

Article IX. Disciplinary Action Canteen Employee/Volunteer

1. Purpose

AMVETS Post _____ has a progressive discipline policy and procedures for canteen employees or volunteers are designed to provide a structured corrective action process to improve and prevent a recurrence of undesirable employee behavior and performance issues. It has been designed consistent with AMVETS organizational values, human resource (HR) best practices and employment laws.

Outlined below are the steps of AMVETS Post _____'s progressive discipline policy and procedure. AMVETS Post _____ reserves the right to combine or skip steps depending on the facts of each situation and the nature of the offense. The level of disciplinary intervention may also vary. Some of the factors that will be considered are whether the offense is repeated despite coaching, counseling or training, the employee/volunteer's work record, and the impact the conduct and performance issues have on the organization.

2. Procedure

Step 1: Counseling and verbal warning

Step 1 creates an opportunity for the immediate supervisor to schedule a meeting with a canteen employee or volunteer to bring attention to the existing performance, conduct or attendance issue. The supervisor should discuss with the employee the nature of the problem or the violation of company policies and procedures. The supervisor is expected to clearly describe expectations and steps the employee/volunteer must take to improve performance or resolve the problem.

Within five business days of this meeting, the supervisor will prepare written documentation of a Step 1 meeting. The employee/volunteer will be asked to sign this document to demonstrate his or her understanding of the issues and the corrective action.

Step 2: Written warning

Although AMVETS Post _____ hopes that the employee/volunteer will promptly correct any performance, conduct or attendance issues that were identified in Step 1, AMVETS Post _____ recognizes that this may not always occur. The Step 2 written warning involves more formal documentation of the performance, conduct or attendance issues and consequences.

During Step 2, the immediate supervisor and the Chairman of the Trustees or Post Commander will meet with the employee to review any additional incidents or

information about the performance, conduct or attendance issues as well as any prior relevant corrective action plans. The immediate supervisor and/or Elected Officer will outline the consequences for the employee/volunteer of his or her continued failure to meet performance or conduct expectations.

A formal performance improvement plan (PIP) requiring the employee/volunteer's immediate and sustained corrective action will be issued within five business days of a Step 2 meeting. A warning outlining that the employee may be subject to additional discipline up to and including termination if immediate and sustained corrective action is not taken may also be included in the **written** warning.

Step 3: Suspension and final written warning

There may be performance, conduct or safety incidents so problematic and harmful that the most effective action may be the temporary removal of the employee/volunteer from the workplace. When immediate action is necessary to ensure the safety of the employee/volunteer or others, the immediate supervisor may suspend the employee pending the results of an investigation.

Suspensions that are recommended as part of the normal progression of this progressive discipline policy and procedure are subject to approval of the Post Executive Board.

Depending on the seriousness of the infraction, the employee/volunteer may be suspended without pay in full-day increments consistent with federal, state and local wage-and-hour employment laws. Nonexempt/hourly employees may not substitute or use an accrued paid vacation or sick day in lieu of the unpaid suspension. Due to Fair Labor Standards Act (FLSA) compliance issues, unpaid suspension of salaried/exempt employees is reserved for serious workplace safety or conduct issues. The Post Judge Advocate will provide guidance so that the discipline is administered without jeopardizing the FLSA exemption status.

Pay may be restored to the employee if an investigation of the incident or infraction absolves the employee.

Step 4: Recommendation for termination of employment

The last and most serious step in the progressive discipline procedure is a recommendation to terminate employment. Generally, AMVETS Post _____ will try to exercise the progressive nature of this policy by first providing warnings, a final written warning or suspension from the workplace before proceeding to a recommendation to terminate employment. However, AMVETS Post _____ reserves the right to combine and skip steps depending on the circumstances of each situation and the nature of the

offense. Furthermore, employees/volunteers may be terminated without prior notice or disciplinary action.

The Bar Managers recommendation to terminate employment must be approved by the Chairman of the Trustees and the Chairman of the Trustees recommendation to terminate the Bar Manager will be approved by the Executive Board.

3. Appeal Process

Employees/volunteers will have the opportunity to present information that may challenge information management has used to issue disciplinary action. The purpose of this process is to provide insight into extenuating circumstances that may have contributed to the employee/volunteer's performance or conduct issues while allowing for an equitable solution.

If the employee/volunteer does not present this information during any of the step meetings, he or she will have five business days after that meeting to present such information.

4. Performance and Conduct Issues Not Subject to Progressive Discipline

Behavior that is illegal is not subject to progressive discipline, and such behavior may be reported to local law enforcement authorities.

Similarly, theft, substance abuse, intoxication, fighting and other acts of violence at work are also not subject to progressive discipline and may be grounds for immediate termination.

6. Documentation

The employee/volunteer will be provided copies of all progressive discipline documentation, including all PIPs. The employee/volunteer will be asked to sign copies of this documentation attesting to his or her receipt and understanding of the corrective action outlined in these documents.

Copies of these documents will be placed in the employee/volunteer's official personnel file.

Sample copies are included in Appendix A of this document.

Important note: Nothing in this policy provides any contractual rights regarding employee/volunteer discipline or counseling, nor should anything in this policy be read or construed as modifying or altering the employment-at-will relationship between AMVETS Post _____ and its employees or canteen volunteers.

Article X. Empowerment

1. The Commander retains the right to extend a suspension after receiving a valid, written, notarized charge and issuing a notice of hearing in accordance with the Constitution and Bylaws.
2. All suspensions must be brought before the Commander within 8 hours of the offense or discovery of the offense.
3. Officers of the AMVETS Post _____ (including the subordinate organizations with their members), the Canteen Manager and all on duty Bartenders are empowered and required to enforce these rules at all times, unless they have been drinking.
4. Commanding Officer of AMVETS Post _____, the board of Trustees, Canteen Manager and all on duty Bartenders are the only members empowered to eject a person from the AMVETS Post _____ premises for misconduct or other violation of the House Rules.
5. The Canteen Manager will be hired by the Chairman of the Board of Trustees with approval of the Executive Board. Canteen volunteers are appointed by the Canteen Manager with approval of the Chairman of the Board of Trustees. Canteen volunteers report to the Canteen Manager who in turn reports to the Chairman of the Board of Trustees. In the absence of a Canteen Manager, The Chairman of Trustees shall assume all Canteen Manager Responsibilities.

Article XI. Certification

1. This is a true copy, amended by the Board of Trustees, recommended by the Executive Committee for approval by the General Membership. This document may be amended at any regular monthly meeting by a majority vote. This document supersedes the Standard Operating Practices – House Rules.

(Chairman BOT Signature) _____
(Printed Name) _____
(Date)

(Post Commander Signature) _____
(Printed Name) _____
(Date)

Reviewed By:

(Post J.A. Signature) _____
(Printed Name) _____
(Date)



APPENDIX A – SAMPLE COUNSELING FORM

EMPLOYEE CORRECTIVE ACTION COUNSELING FORM

Date _____

To: Employee Name, Job Title

From: Supervisor Name, Job Title

Re: Counseling Memo for _____

This is to confirm the meeting that I had with you on _____. During this meeting, which was attended by _____, I expressed my concern about (identify the date, time and inappropriate behavior and the consequences of the employee’s actions)

During this meeting I told you that I expect you to (be very precise on your expectations of the employee’s future behavior and the potential consequences if the behavior does not change)

Your signature below indicates your clear understanding of the unacceptable consequences of your past behavior and my future expectations of the corrective action you must exhibit. You also know what the potential consequences will be if my expectations are not met.

I will be giving you an evaluation within the next 30 days to let you know how you are doing in maintaining good employee performance and achieving these expectations. Please let me know if you have any questions regarding these instructions.

I will furnish you a copy of this signed Employee Corrective Action Counseling Form. A copy will also be retained in your personnel file.

(Bar Manager) Date: _____

(Employee) Date: _____



APPENDIX B – SAMPLE WRITTEN WARNING

WRITTEN WARNING

Date:

Name:

Title:

SUBJECT: Written Warning

In accordance with the Standard Operating Practices – Canteen, you are receiving this Written Warning because of ... (describe the unsatisfactory behavior/performance and explain the consequences for the organization quoting the SOP – Canteen where possible.)

You were verbally counseled regarding your unacceptable behavior on (date(s)). To date, there has been no marked improvement in these areas. To the contrary... (provide example(s)/incident(s), including date(s), of the poor performance and/or attendance and/or the inappropriate behavior that has occurred since the time of the informal discussion(s) relating back to the original counseling session).

Effective immediately, you are expected to....(describe what is required to improve and/or correct the unsatisfactory performance and/or attendance and/or behavior). Failure to demonstrate immediate and sustained improvement in these areas may result in further corrective action, up to and including dismissal.

Your signature below indicates your clear understanding of the unacceptable consequences of your past behavior and my future expectations of the corrective action you must exhibit. You also know what the potential consequences will be if my expectations are not met.

You have the right to request a review of this action by the Chairman of the Board of Trustees or Executive Board (depending on who the action is against Bar Manager or Bartender). A copy of this document will be placed in your personnel file.

(Bar Manger or CBOT) Date: _____ _____ Date: _____
(Bartender/Bar Manager)

APPENDIX C – Daily Drawing

Article I. Description

- a. The Daily Drawing is open to all AMVETS Post _____ members and subordinate organization members. Any member in good standing wishing to play may donate a quarter. The names of all members are identified in a log book with a corresponding number. The day following a number is drawn and matched with a name in the log book. If that member has donated a quarter, then that member wins 50% of the value of the pot. The members share will be posted in the Canteen area on a daily basis. Drawings are done by the bartender with a witness. Names are recorded on the bulletin board in the entry way of the Post.

Article II. Accountability

- a. At the end of each day, the bartender on duty will place all monies from the Daily Drawing into the “Daily Bag”. Then place it in the top safe.
- b. The next morning the Trustees remove the Daily Bag from the safe and tally the money. They record the amount on an envelope along with the date and their initials. Fifty percent goes into a winners envelope with the remaining 50% into a post envelope.

Article III. Drawing

- a. Each day prior to 4 p.m. the day shift bartender on duty draws a number from the pool. That number along with the members name is posted on the board in the entrance. If the member has donated their quarter they have a smiling face and can collect their winnings the next day. If the member has not donated their quarter their name is posted on the board and a face with a frown is drawn alongside.

Article IV. Payout

- a. The winning member will collect their winnings the next day following the drawing. The amount collected will be 50% of the total amount that was received. The remaining 50% will go to the Post. The post will put \$100 in the drawing to start it out.

APPENDIX D. Weekly Drawing

Article 1. Description

- a. The Weekly Drawing is open to all AMVETS Post _____ members and subordinate organization members. Any member in good standing wishing to play may donate a dollar. The names of all members are identified in a log book with a corresponding number. On Sundays prior to 7 p.m. a number is drawn and matched with a name in the log book. If that member has donated a dollar, then that member wins 50% of the value of the pot. The members share will be posted in the Canteen area on a daily basis. Drawings are done by the bartender with a witness. Names are recorded on the bulletin board in the entry way of the Post.

Article II. Accountability

- a. At the end of each day, the bartender on duty will place all monies from the Daily Drawing into the "Daily Deposit Bag". Then place it in the top safe.
- b. The next morning the Trustees remove the Deposit Bag from the safe and tally the money. They record the amount on an envelope along with the date and their initials. Fifty percent goes into a winners envelop with the remaining 50% into a post envelop.

Article III. Drawing

- a. Each Sunday prior to 4 p.m. the day shift bartender on duty draws a number from the pool. That number along with the members name is posted on the board in the entrance. If the member has donated their dollar they have a smiling face and can collect their winnings the next day. If the member has not donated their dollar their name is posted on the board and a face with a frown is drawn alongside. The game continues to the next Sunday.

Article IV. Payout

- a. The winning member will collect their winnings the next day following the drawing. The amount collected will be 50% of the total amount that was received. The remaining 50% will go to the Post. This game is not started with money from the Post.

APPENDIX E. Shake the Bones

Article I. Description

- a. The Shake the Bones Game is open to all AMVETS Post _____ members, subordinate organization members and guests. Shake the Bones money will be collected by the person conducting the shake the bones and placed in the Shake the bones bag kept behind the bar. At the end of the day the bag will be turned in to the Trustees and put in the safe. Each day the trustees will check the bag, place the money in the shake the bones bag held by the trustees with \$25.00 being kept in the shake the bones bag for change. When there is a winner, the trustees will put 50% into an envelope with the winner's name on it to be placed in the donation bag for payout the following day. The other 50% will be given to the Finance Officer for deposit to the Post. The Finance Officer will return \$100.00 to the trustees to begin the new game and deposits the remainder in the AMVETS bank account. Any member in good standing or signed in guest wishing to play may play the game.
- b. The game is played with 5 dice. Each player donates \$1.00 per bartender on duty to shake the dice two times. If a trustee, Post Officer or another bartender is present and is not intoxicated members can shake the dice with them. If the person shakes the dice and comes up with 4 of a kind, that person gets their dollar back and receives a free drink. If the person shakes 5 of a kind, they win the amount posted on the Shake the Bones Board in the Canteen. The Bartender on duty will manage the winnings of 4 of a kind dice. They will place a note in the Shake the Bones Bag if a person shakes 5 of a kind.
- c. If a guest is the lucky person winning at shake the bones, the bartender will ensure that they have properly signed in. If they have NOT signed in the game will be considered void. If they have signed in the bartender will treat the game the same as if a member in good standing had won.
- d. When the lucky person gets 5 of a kind, the bartender will change the Shake the Bones Board to reflect the new value of \$100.00

Article II. Accountability

- a. On a daily basis the trustees will account for the Shake the Bones revenues. One half of the revenues will be used to increase the amount of the Shake the Bones game. The other half will go to the Post

- b. When the Shake the Bones Game is won, the Trustees will remove the money from the winner's envelope and place it in an envelope with the winner's name on it. The bartender will award it to the winner during their shift the next day. The Finance Officer will remove \$100.00 from the Post envelope to begin the next Shake the Bones Game. The remainder of the monies left will be deposited in the Post account.

Article III. Payouts

- a. Members and guests that shake 5 of a kind will have their name recorded and placed in the Shake the Bones Bag. The next morning the Trustees will remove the name, prepare an envelope with the proper amount of money and place the winner's name on the envelope for the bartenders to payout. The winning envelope will be placed in the "Shake the Bones" bag to be paid by the Bartenders the next morning. Winners will be able to pick up their winnings when the Canteen opens that day.

APPENDIX F. Instant Bingo Machine

Description

2. The Instant Bingo machine (Tabs) is open to all AMVETS Post _____ members and subordinate organization members. Any member in good standing wishing to play may donate. The tickets that are winners may be redeemed at the bar as long as the bag has enough money. Each shift shall have \$500.00 per bag for payouts. In the event there is not enough for payouts the player will be given an envelope to be filled out with their name and the winning ticket will be placed in the envelope for payout the following day. Also, no information will be given out to members about what has been won for that day.

Accountability.

- a. Each shift shall have one bag for bingo containing \$500.00. At the beginning of each shift the bartender shall count the bag, sign that the amount of \$500.00 is correct. At the end of the shift the bartender shall count the bag, including winning tickets and sign that the total including tickets and cash is \$500.00. At the end of the shift the bartender will count and record all tickets sold, add that number to the left-over cash in the bag to ensure it totals \$500 then put the bag in the safe by the kitchen.

Payouts.

- a. Bartenders will pay the winning tickets until the \$500 bag is depleted. Once the tickets have been paid the bartender will draw a heavy black line through the ticket. Any tickets that do not get paid can be put in a small brown envelope with the winner's name. The next morning the finance officer will cash the ticket and place it in the donations envelope for payment that day. The winner will sign for their respective envelope prior to receiving it from the bartender.

APPENDIX G - Stamp Machine

Article I. Game

- a. On a daily basis the bartenders will receive a deposit bag for the stamp machine containing a signup sheet that will verify how much money is in the bag (not more than \$50.00.) No Elected officer will purchase or play the Stamps in the canteen. No bartender will purchase or play on the day they volunteer at the bar. Also no information will be given out to member's about what has been won for that day.

Article II . Payouts

- a. Payouts up to \$50.00 may be made at the time of purchase of stamp if the money is available at that time. If there is not enough money in the bag the ticket and the players name will be placed in an envelope for payment the following day.

Article III. Accountability

- a. At the end of the shift the bartender shall count the money and paid out stamps in the bag to verify that the total amount of tickets and cash equals the amount they began the shift with. They will fill out and initial the paperwork in the Stamp Bag.