AMVETS Post 44

Standard Operating Practices Covering

Canteen

MAY, 2025

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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 AMVETS Post 44 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.

6. There will be no alcoholic beverages, and/or any other items taken from the premises except for takeout meals in approved containers. No open alcoholic beverages can be taken out upon departure from the post.

7. AMVETS Canteen operations concerning items not covered within AMVETS Constitution and Bylaws will follow Federal and State laws.

Article II. Definitions

1. The following terms are herein defined as they apply to these Rules:
    a. AMVETS Post 44: The building and grounds operated by the AMVETS Post 44.
    b. Canteen: the area of the Post where alcoholic beverages is stored and, dispensed. Anything within the AC footprint is considered the canteen. Screened in areas will be policed by the membership.
    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.
    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 44 and its Subordinate Organizations:
    a. Possess a valid AMVETS or AMVETS subordinate organization membership card issued from AMVETS Post 44 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.

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 44.
    b. Shall be permitted access to the post premises and canteen during normal operating hours.
    c. Must show valid membership card to bartender.
    d. Are authorized to participate in all games approved for “members only”

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 except for uniformed service members.
    c. Are allowed in the building with parents or guardians who maintain strict control until 10 p.m. except on special occasions when they may remain with proper parental supervision and approved by the EBOARD.

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 125% 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. CBOT 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. CBOT 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. Finance Officer is assigned to account for the monies that are derived from the Canteen Operation and on hand for any activities supported by the canteen.
    h. Monetary discrepancies are investigated and reported to the Trustees and Post Commander as soon as they are discovered and reports the findings and outcomes at the next Executive Board.
    i. CBOT supervises the Canteen Manager(s)
    j. Money bags for bartenders contain the correct amount and type of currency.
    k. 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 125% profit. Report any price changes to the membership in the form of a motion if price changes are required.
    l. CBOT is responsible for the appointment of the Canteen manager(s) as well as discipline and termination of the Canteen Manager(s) and signs off on volunteers and paid employees working the Canteen. The CBOT is the final appeal level for any complaints by volunteers and employees working in the Canteen that have been disciplined by the Canteen Manager. The first appeal level is the Board of Trustees. The employees and volunteers are covered by State and Federal Statutes rather than the Post Constitution and Bylaws.
    m. If there are multiple Canteen managers; the CBOT will clearly define the responsibilities for each and will have roles approved by the executive board
    n. The post canteen is a harassment free work environment.
3. Canteen Manager(s) /Trustees will:

a. Be responsible for the scheduling, training, discipline, hiring 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. Ensure 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. Ensure 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 125% 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 and employee Bartenders to meet our requirements. Ensures no bartender works more than 40 hours per week and no bartender works.
o. Assist the Bartenders in their handling of any infractions of the House Rules.

4. Trustees will:
    a. Support the Chairman of the Trustees and Canteen 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 Canteen 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. As required, work shifts to assist the bartender in tapping kegs, stocking cooler and keeping ice level operational for making mixed drinks. Assist in emptying containers with empty cans 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.
j. Maintain, monitor and stock pull tabs and gaming machines as required.
k. Will cover any Canteen Manager's responsibilities if no canteen manager is appointed.

5. AMVETS Post 44 paid employee:
    a. Is hired by the canteen manager.
    b. Provides all required documentation to the canteen manager for payroll and HR purposes.
    c. Will attend meetings and training as required by the canteen manager.
    d. Is authorized a paid 15-minute break per shift.

6. AMVETS Post 44 Volunteer Bartender:
    a. Is approved by the canteen manager and the EBOARD is notified of all volunteer bartenders.
    b. Cannot receive any compensation for volunteering; TIPS must be donated to a cause chosen by the volunteer.
    c. Will be trained in the same manner as a paid bartender.

7. AMVETS Post 44 paid employee & volunteer bartender's Canteen Opening procedures: 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. When processing memberships for AMVETS, Ladies Axillary, Son's or Riders, print/provide 3 receipts: one for the Post, one for the organization & one receipt for the member.

d. Report to work prior to their shift in enough time to verify money bags and prepare the bar for service.
e. Here are opening responsibilities for the bartender:
    1. Use and fill out opening checklist. This list maybe updated throughout year. SEE APPENDIX C
    2. Unlock door, close and lock it behind you, proceed to turn off alarm using your code. You have (30 Sec.).
    3. Turn on lights. Look around check to see if anything is out of place, check again to make sure you are safe!!!! With NOTHING out of place!
    4. Get register bag, pull tab bag and box with raffles, pools, etc.
    5. Count register bag and verify $330.00 for register bag.
    6. Set up your register.
    7. Verify pull tab box and Black Box confirm opening balance; report any discrepancies to the bar manager or trustee.
    8. Turn on open sign, unlock door's, set up your bar, check your stock (juice, water, etc.) Refresh lemon and salt for pow table.
    9. When receiving deliveries, you will need to write out the check for delivery driver .... ensure you include the date and invoice # on the check, place invoice receipt in your day bag.
f. Provide prompt and courteous service to patrons at the Canteen.
g. 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.
h. Places money in a secure safe after verified with close out procedures.
i. Be solely responsible for proof of membership before serving customers.
j. Check for proper age so that no minor sits at the bar nor gets served alcoholic beverages.
k. Sells patrons proper beverages.
l. Notify Canteen Manager in advance if you will not make an assigned shift.
m. Ensure bar top and high tops are clean and ash trays are emptied on a regular basis.
n. Keeps canteen patrons orderly and takes exception to those that may become out of line.
o. Manages rumor control and negative talk about officers, members, and employees.
p. Refuses service to a patron who has become intoxicated, belligerent, or unruly. Can Request an Uber for patron and will be covered by the AMVETS
q. Always Enforce all House Rules.
r. Writes up House Rule Infractions and reports to Canteen Manager.

s. Answer phone calls in a polite tone of voice representing Post 44 Canteen.

8. AMVETS Post 44 paid employees & volunteer bartender's Canteen Closing procedures: Closing procedures should not exceed 30 minutes.
    a. Use and fill out closing checklist. SEE APPENDIX D.
    b. Restocks coolers during or at the end of the shift.
    c. At the end of the shift, compares POS Print out / online screen 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 Canteen Manager.
    d. Closing procedures include:
        1. Lock all doors turn off open sign, gather all monies (pull tab, pools, raffles etc.)
        2. Close out register, fill out your register slip, place cash & register slip in the register bag.
        3. Dice money place in envelope secure it in the register bag.
        4. Drop register bag in top of safe box.
        5. Place pull tab box on shelf.
        6. Check all coolers and stock as needed.
        7. Clean bar area pick-up any trash; place trash bags in cart by the door; put any food in refrigerator and label with date.
        8. Cleans high-top tables
        9. Sweep and Mop around bar area
        10. Empty Ice drain buckets at both serving stations when needed.
        11. Make sure to turn off coffee pots or any plugged-in equipment i.e... crock pots, roasters or kitchen equipment.
        12. Turn off all TV's, fans and lights.
        13. Clock Out of POS system
        14. Set alarm with your code and exit the building you have (30 sec) to lock the door.
        15. Be safe going home!

Article V. Dress Code

1. AMVETS Post 44 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 always be worn.
    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 Wednesday	12pm – 8pm	12pm – 9pm
Thursday	11am – 9pm	11am – 9pm
Friday & Saturday	12pm – 10pm	12pm – 10pm

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 7 p.m., Friday and Saturday at 8:00 p.m. if there are *less than* 4 members and guests at the canteen.
5. Board of Trustees may modify or extend Canteen hours as needed for special events.

Article VII. Code of Conduct / House Rules

1. All members of AMVETS Post 44, 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 44 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 44 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. Meeting Nights: AMVETS, Ladies Auxiliary, Sons of AMVETS and AMVETS Riders will attend their respective membership meeting or leave the Post.
10. Members are responsible for following all federal, state and local laws.

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. 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 44's 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 44's progressive discipline policy and procedure. AMVETS Post 44 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 44 hopes that the employee/volunteer will promptly correct any performance, conduct or attendance issues that were identified in Step 1, AMVETS Post 44 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 44 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 44 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 Canteen Managers recommendation to terminate employment must be approved by the Chairman of the Trustees and the Chairman of the Trustees recommendation to terminate the Canteen 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.

5. 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 44 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 44 (including the subordinate organizations with their members), the Canteen Manager and all on duty Bartenders are always empowered and required to enforce these rules, unless they have been drinking.
4. Commanding Officer of AMVETS Post 44, the board of Trustees, Canteen Manager and all on duty Bartenders are the only members empowered to eject a person from the AMVETS Post 44 premises for misconduct or other violation of the House Rules.
5. The Canteen Manager will be hired/selected 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)	Mike Graham (Printed BOT Name)	5/20/25 (Date)
(Post Commander Signature)	ERIC J. COBB (Printed BOT Name)	5/20/25 (Date)

APPENDIX A – Opening Checklist

Opening Checklist	Initial
Open Post by 11am (Unless otherwise directed by a Trustee) OPEN TIME:	
Unlock door and turn off alarm	
Log into POS and clock in (See 16)	
Turn on open sign	
Turn on breaker for front porch	
Turn on outside fans if needed	
Turn on light in beverage cooler	
Turn on lights, TV's and Jukebox	
Turn on light in Quartermaster cabinet	
Turn on LED lights behind bar	
Turn on Advertisement board. Use AMVETS account, Open pictures, Password is 05521	
Unlock Kitchen door and gate (This is required to stay open as an emergency exit)	
Verify bag: $330 drawer. Notify trustees if different and input into POS correct amount	
Verify Machine black box numbers equal $4,000. Notify trustees if different/annotate correct amount	
Verify Pull tab black box numbers equal $1,000. Notify trustees if different/annotate correct amount	
Update daily number on white board	
Fill ice well at server station	
Refresh POW table: Check the lemon and Salt	
Fill napkins as needed	
Stock bar supplies as needed	
Take out garbage as needed	

Wash glassware	
Wipe down bar top and tables throughout shift as needed	
Empty ash trays as needed	
Stock Canteen (This should be done throughout your shift)	
Don't Forget	
Check Membership cards for everyone	
Let guest know about any raffles, Queen of Hearts or events going on	
Make sure memberships are filled out properly	
Please Sign/Date Here	

APPENDIX B – Closing Checklist

Closing Checklist	Initial
***Do not close before 7pm Sunday-Thursday**	
***Do not close before 8pm on Friday and Saturday**	
*** On split shifts make sure pull tab/machine bags are good**	
Stock canteen (This can be done throughout shift)	
Turn off open sign	
Turn off breaker for front porch - Labeled in breaker box	
Turn off fans/lights (front and back porch)	
Turn off LED lights behind bar	
Turn off light in beverage cooler	
Turn off light in Quartermaster cabinet	
Turn off TVs except announcement TV	
Wipe down bar top and tables (Outside tables as needed-Use soapy water and chite rags out front, not paper towels	
Wipe down draft area and plug draft dispenser	
Wash glassware and clean sink area	
Empty garbage cans	
Wash bar mat where drinks are made	
Clean area around serving station	
Stock cups, napkins, straws etc.	
Empty bucket under ice well	
Fill napkin dispensers as needed	
Make sure Outside walk-in cooler is locked	
Lock supply closet out back	
Lock kitchen door and gate	
Lock all doors before counting drawer	
Put dice money in envelope and in your drop bag	
Complete your bag and clock out and log out of POS - TIME:	
Drop bag w/ register, dice and any notes for Finance officer into safe	

Lock the door to the cleaning/safe closet
Set alarm and lock door behind you

Please sign/Date here

APPENDIX C. Dice Roll

Article I. Description

a. The Dice Roll Game is open to all AMVETS members and subordinate organization members in good standing. The game can be played twice a day: once before 5:00pm and once after 5:00pm. Dice Roll money will be collected by the person conducting the game and placed in the game container kept behind the bar. At the end of the day the bag will be turned in to the drop bag and put in the safe.

b. The game is played with 5 dice. Each player donates $1.00 per bartender on duty to shake the dice one time. 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 receives a free drink. If the person shakes 5 of a kind, they win half of the amount posted on the Dice Roll 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 Dice Bag if a person shakes 5 of a kind.

c. When the lucky person gets 5 of a kind, the bartender will change the Dice roll Board to reflect the new value of $100.00

Article II. Accountability

a. Weekly the Finance Officer will account for the Dice Roll revenues. The revenues will be used to increase the amount of the Dice roll game.

b. When the Dice roll Game is won, the Finance Officer will remove the money from the winner's envelope and place it in an envelope with the winner's name on it. The remainder of the monies left will be deposited in the Post account.

Article III. Payouts

a. Members that shake 5 of a kind will have their name recorded and placed in the Dice roll Bag. The bartender will write the name of the winner on the board and notify the trustees and the finance officer. The finance officer will 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 provided to the winner as soon as feasible.

APPENDIX D. Instant Bingo Checklist

Description

a. The Instant Bingo machine (Pull Tabs) is open to all AMVETS 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 if the bag has enough money. Each shift shall have up to $2000.00 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 box for bingo (Tabs) containing up to $2000.00. At the beginning of each shift the bartender shall count the box, sign that the amount in box is correct. At the end of the shift the bartender shall count the box, including winning tickets and sign that the total including tickets and cash is $2000.00. 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 box to ensure it totals $2000 then put the box in the safe.

Payouts.

a. Bartenders will pay the winning tickets until the $2000 box is depleted. Once the tickets have been paid the bartender will stamp the ticket. Any tickets that do not get paid must be put in a small brown envelope with the winner's name. The bartender will then provide the member a "Post Owes You" ticket. The next morning the finance officer will cash the ticket and place it in the donation's envelope for payment that day. The winner will sign for their respective envelope prior to receiving it from the bartender.

b. Bartenders will not accept Instant Bingo tickets from another post or any other day than the day they are played. A customer must never leave with Instant Bingo Tickets.

APPENDIX E. Electronic Bingo Machine

Description

a. The Electronic Bingo machine is open to all AMVETS members and subordinate organization members in good standing. The tickets that are winners may be redeemed at the bar if the box has enough money. Each shift shall have up to $5000.00 per box 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(s) 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 box for electronic bingo containing up to $5000.00. At the beginning of each shift, the bartender shall count the box, sign that the amount in box is correct. At the end of the shift the bartender shall count the box, including winning tickets and sign that the total including tickets and cash is $5000.00. 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 box to ensure it totals $5000 then put the box in the safe.

Payouts.

a. Bartenders will pay the winning tickets until the $5000 box is depleted. Once the tickets have been paid the bartender will stamp the ticket. Any tickets that do not get paid can be put in a small brown envelope with the winner's name. The bartender will then provide the member a "Post Owes You" ticket. The next morning the finance officer will cash the ticket and place it in the donation's envelope for payment that day. The winner will sign for their respective envelope prior to receiving it from the bartender.

b. Bartenders will not accept Instant Bingo tickets from another post or any other day than the day they are played. A customer must never leave with Instant Bingo Tickets.

APPENDIX F. Queen of Hearts

Description

a. Queen of Hearts is open to all AMVETS members and subordinate organization members in good standing. Drawings are held every Friday at 8:00pm. Tickets are sold in a breakdown of 8 tickets for $5.00. The goal is to have your name called and that you select an envelope from the board that contains the Queen of Hearts. If the Queen of Hearts is selected, you will win 60% if present or 40% if not present for drawing of the amount written on the board on Friday. Anyone's name that is chosen will at a minimum win $20. The following are additional winners. Any Queen minus the queen of hearts will get you 10% of the board total. A joker gets you 5% of the board total.

Accountability.

a. During the week the bartenders can sell tickets. Those tickets and money will be placed into the queen of hearts box. Bartenders should place their initials on tickets sold prior to the AMVET taking control on Friday evening. The finance officer will maintain all the money and ensure the correct total is on the queen of hearts board.

Payouts.

a. If the Queen of Hearts is selected, you will win 60% if present or 40% if not present for drawing of the amount written on the board on Friday. Anyone's name that is chosen will at a minimum win $20. The following are additional winners. Any Queen minus the queen of hearts will get you 10% of the board total. A joker gets you 5% of the board total. The finance officer will pay the winner in the next few days and will coordinate payment. If the queen of hearts ticket has a bartender's initials on the ticket, the bartender will be paid 5% of the pot.

APPENDIX G. Free drink Rules

a. Member Number: All members have membership numbers on their membership cards. If the last two numbers of the membership matches the whiteboard number then they will get a free drink. The bartender will input the free drink into the POS using the discount button in the POS

b. Member Birthday: Any members of AMVETS who show their ID and it is their Birthday (not day before or after), must be actual birthday, will receive a free drink. The bartender will input the free drink into the POS using the discount button in the POS.

c. New Member: Anyone who joins/pays the AMVETS, Ladies Auxiliary or Sons of AMVETS for the first time will get a free drink on the post. The bartender will input the free drink into the POS using the discount button in the POS.

d. PBR: A member/visitor can select to participate. Each bottle of PBR has a poker card symbol under the cap. The bartender will confirm if the patron wants to play and will keep the bottle cap hidden until the patron makes a chance. No visitor or member can select the Queen of Hearts. The member/visitor guesses a card number and suit. If they are correct they will get the PBR free. If the cap has a queen of hearts, then the customer is charged for two PBRs. The bartender will input free drink under the discount button (PBR) in the POS.

e. NFL: A member, wearing an NFL shirt/Jersey during the NFL season and playoffs will be entitled to one free drink (what they are drinking that day) if the team they are sponsoring is winning at halftime or wins the game. Max 2 free drinks on a game day. The bartender will input the free drink into the POS using the discount button (NFL) in the POS.