

Summary of Proposed Changes in SOP Revision B

1. Took out as much "Employee" specific information as possible due to adding an "Employee Handbook" to our governing documents.
2. In Chapter 1. General Post Information, added paragraph titled "Entry into VFW Post 6740 under 1.6. This is due to SLED information provided at D2 meeting. Appendix 1 Definitions, provide "Member" definitions and "Guest" definitions to expound on SLED issues.
3. Added new Chapter 2 titled "POST FINANCES AND MONEY MATTERS". Renumbered chapters. Added approved change regarding \$3000 expenditures. Added reimbursement section proposed by QM.
4. Changed Chapter 4 titled "POST KITCHEN RULES" to Chapter 5 based on new numbering titled "POST EVENTS". Added a paragraph about requesting an event including time of submission plus approval authority. Gave the Canteen Manager more capability to create events with pre-authorization from the House Committee.
5. Deleted entire Chapter 8 titled "POINT-OF-SALE (POS) SYSTEM". The information was transferred into the new "Employee Handbook".
6. Significantly reduced the "Code of Conduct" Appendix 2 since all references to employee language has been placed in the "Employee Handbook".
7. Deleted Appendix 3 "Canteen Employee Acknowledgement Form" as it is now included as part of the "Employee Handbook".
8. A total of 3 pages were deleted from the SOP.