



2008 JOB FAIR RESPONSIBILITIES AND DUTIES FOR DEPARTMENTS

The American Legion has formal Memorandums of Understanding (MOU) with RecruitMilitary and Military.com that will allow The American Legion to have a presence in all of their job fairs around the country. The main purpose of these job fairs is to educate veterans of their benefits, provide veterans outlets for employment, promote The American Legion, and gain membership.

This is an extremely important opportunity that has incredible positive impact for veterans and our organization.

The National Economic Commission encourages every department to urge members to volunteer for upcoming events in your respective departments. We ask that volunteer staff include Service officers, Employment and Homeless Chairmen or designee, Children and Youth representatives or designee, as well as members of The American Legion Auxiliary and Sons of The American Legion.

Departments will be provided a booth that has a table, chairs, and 2 free lunches.

The majority of people attending these job fairs are:

1. Aged 25-50, or are
2. OIF/OEF veterans that have recently separated, or are
3. Veterans who are looking to change jobs

An example of a job fair table set up and participation can be seen at:

http://www.floridalegion.org/media/photos/job_fair/job_fair.htm

During the job fair we encourage you to:

1. Assemble American Legion banners, pamphlets, American Legion flags (not USA flags), table decorations in a professional manner for distribution
2. Distribute Legion information materials and other services that are available to veterans
3. Communicate with veterans in reference to material on hand
4. We recommend dressing in Business Attire
5. Have staffing of:

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- a. At least 2 individuals
 - b. Up to 4 people
 - c. Someone at the booth at all times
6. Promote Available services to veterans through your department, the VA, and other local programs
7. Engage each participant
 - a. Talk and listen to veterans
 - b. Identify problems and provide solutions or resources
8. Place forms in their hands (at the very least a membership form)
9. Visit each employers booth and meet representative
 - a. Find out what type of positions are open so that you can refer a veteran from your post/ department to them
 - b. Bring back this information to the post/department and spread the word
10. Meet with the organizers of the Job fair (either RecruitMilitary or Military.com)

The National Economic Division will provide a box of pamphlets approximately 1 week in advance of the job fair. If you require that this be sent to an address other than the Department Headquarters then please contact the national headquarters staff.

Finally, it should be an enjoyable experience. You will be talking to almost exclusively veterans, promoting employment and the value of The American Legion. You will also be helping veterans transition in to the private sector and possibly gain membership.

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