

# **ESHLEMAN-PANKAKE-WOLF**



## **VFW POST 9639 SHELLSVILLE, PA**

**Post Information, Canteen Policies  
and Rules of Conduct**

**2010 Edition**

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## **Introduction**

This pamphlet is designed to provide information to members of Eshlemen-Pankake-Wolf VFW Post 9369, its Ladies Auxiliary, employees and members of the Post Canteen. Our goal is to answer questions our members may have regarding membership, services and policy. Many of the policies and rules are dictated by National and State Organizational By-Laws, Federal and Commonwealth of Pennsylvania Laws. In any event, our intent is not to be overly restrictive but rather to ensure that we remain in compliance with applicable laws and to provide a safe and enjoyable environment for our members, employees and guests.

## **Organization and Purposes**

### **Organization**

Eshlemen-Pankake-Wolf Veterans of Foreign Wars of the United States Post 9369 (VFW Post 9639, The Post or Shellsville VFW) is incorporated as a Veterans' Organization and is organized under the authority of the Veterans of Foreign Wars of the United States Congressional Charter. The Post is at all times governed by the Congressional Charter and National By-Laws of the Veterans of Foreign Wars of the United States and the By-Laws of the Department of Pennsylvania.

The Ladies Auxiliary to Eshlemen-Pankake-Wolf Veterans of Foreign Wars of the United States Post 9369 (VFW Post 9639 Ladies Auxiliary or Ladies Auxiliary) is organized as an auxiliary to VFW Post 9639 under the authority of Article XI of the National By-Laws.

Eshlemen-Pankake-Wolf VFW Post 9639 Canteen (Post Canteen or The Canteen) is incorporated as a Social Organization and at all times subordinate to VFW Post 9639 in accordance with Department (State) directives. The Canteen is governed by a Board of Directors elected by and from the Active Membership of VFW Post 9639.

### **Purposes**

The officially Chartered Purposes of both VFW Post 9369 and the Post Canteen are:

*"Fraternal, patriotic, historical, charitable and educational, and are; to preserve and strengthen the comradeship among its members; to assist worthy comrades; to perpetuate the memory and history of our dead and to assist their widows and orphans; to maintain true allegiance to the government of the United States, and fidelity to its Constitution and laws; to foster true patriotism; to maintain and extend the institutions of American freedom; and to preserve and defend the United States from all enemies."*

Through shared activities in pursuit of these common goals, member friendships are strengthened and veterans as a class are strengthened.

## **Membership**

### **General Membership Requirements**

**IT'S THE LAW:** While specific membership requirements are addressed below, the minimum requirements for Canteen membership (considered a private social club by the PA Liquor Code) are the same; petition by written application, investigation of the applicant, and admittance by ballot of voting members. Although the initial dues payment is required with application, an applicant will not gain member privileges until the above requirements are met.

All applicants, regardless of membership type, are required to fill out the appropriate application, make the required initial dues payment and provide required documentation. All applicants will provide a photo ID (preferably a current driver's license) as proof of identity.

Completed applications and initial dues should be submitted not later than seven days prior to the scheduled meeting where the applicant will be considered for membership. This allows sufficient time to review the application, complete any necessary investigation and other administrative requirements.

Applications received within seven days of a scheduled meeting may be deferred for consideration to the following scheduled meeting.

### **Active Members**

Active members are members of VFW Post 9639 and the Post Canteen. Active members of VFW Post 9639 are also members of the National Organization. Active members hold voting rights in the Post and the Post Canteen. A current VFW Active Member or Life Member card is considered valid proof of membership in both the Post and the Canteen.

**Membership Requirements:** Applicants must have served honorably (possess an honorable discharge if not currently serving) in the Armed Forces of the United States. They must have served in a qualifying foreign campaign and provide proof of qualifying service (preferably a DD Form 214).

**Membership Dues:** Initial membership dues are \$25.00. Annual membership dues (renewal) are \$24.00. Life memberships are also available and dues are based on the age of the applicant. Special promotions are sometimes available.

**Scheduled Meetings:** Post meetings are restricted to Active VFW members and are scheduled for 7:30 PM on the fourth Thursday of each month except November when it is the fourth Wednesday. If the standard meeting night falls on a holiday, the meeting may be rescheduled for an earlier date.

### **Auxiliary Members**

Auxiliary members are members of the Ladies Auxiliary to VFW Post 9639 and the Post Canteen. Members of the Ladies Auxiliary to VFW Post 9639 are also members of the National Organization. Ladies Auxiliary members hold voting rights in the Ladies Auxiliary only. A current VFW Ladies Auxiliary Member or Ladies Auxiliary Life Member card is considered valid proof of membership in both the Post and the Canteen.

**Membership Requirements:** Applicants must be not less than 16 years of age, the wife, widow, mother, stepmother (who have performed the duties of a parent), grandmother, daughter, grand-daughter, foster and step daughter (16 years old or older and whom the duties of parent were performed), sister, half-sister, and foster and step-sister (who attained that status prior to age 16), of persons who were or are eligible for membership in the VFW of the United States. A DD Form 214 or other verification of eligibility must accompany the application or be on file at the Post.

**Membership Dues:** Initial membership dues are \$20.00. Annual membership dues (renewal) are \$16.00. Life memberships are also available and dues are based on the age of the applicant.

**Scheduled Meetings:** Ladies Auxiliary meetings are restricted to Ladies Auxiliary members. Meetings are scheduled for 7:00 PM on the third Thursday of each month. If the standard meeting night falls on a holiday, the meeting may be rescheduled for an earlier date.

### **Associate Members**

Associate members are Veterans who do not meet the foreign combat service requirements for Active membership. Associate members are members of the Post Canteen only. Associate members do not have voting rights. A current VFW Post 9639 Canteen Member card is considered valid proof of membership in the Canteen.

**Membership Requirements:** Any Veteran may join the Canteen as an Associate member. Applicants must be sponsored by an Active member who must be present at the meeting when the applicant is considered for membership.

Sponsorship is a significant element in the investigation process whereby the Active member vouches for the applicant's character.

**Membership Dues:** Membership dues are the same as Active Membership dues.

**Scheduled Meetings:** Canteen meetings are held immediately following the scheduled Post meeting as detailed under the Active member section, above.

### **Social Members**

Social members are members who do not meet the requirements for any other type of membership. Social members are members of the community who support Veterans, Veterans' programs and share the patriotic ideals of the parent organization. Social members are members of the Canteen only. Social members do not have voting rights. A current VFW Post 9639 Canteen Membership card is considered valid proof of membership in the Canteen.

**Membership Requirements:** Any person, of good character and not less than 21 years of age, may join the Canteen as a Social member. Applicants must be sponsored by an Active member who must be present at the meeting when the applicant is considered for membership. Sponsorship is a significant element in the investigation process whereby the Active member vouches for the applicant's character.

**Membership Dues:** Membership dues are the same as Active Membership dues.

**Scheduled Meetings:** Canteen meetings are held immediately following the scheduled Post meeting as detailed under the Active member section, above.

## **Post, Auxiliary and Canteen Services**

### **Member Assistance**

If you are a Veteran or a spouse of an ill or deceased Veteran and need help to file a claim or any other assistance contact the Post and a Service Officer will be glad to help you.

Up to two cancer grants are available for each Ladies Auxiliary member in good standing. The level of the grant is determined by the type of prognosis and the proposed treatment. Contact an Auxiliary officer for more information.

## **Hospital Beds, Wheelchairs and Walkers**

The Post has hospital beds, wheelchairs and walkers available for loan to anyone in need. If you know of anyone who is in need, please don't hesitate to point them in our direction.

## **Memorial Services**

The Post Honor Guard is available for funerals of any Post Active or Associate member who has an honorable discharge. You will have to tell the funeral director as soon as possible that you would like VFW Post 9639 Honor Guard to provide the military honors.

The Auxiliary ritual for deceased Ladies Auxiliary members can be requested by contacting the Auxiliary President, Senior Vice-President, or Secretary.

## **Blood Bank**

If you need blood for you or your immediate family member tell the Hospital you are a member of the Central Pennsylvania Blood Bank and direct them to withdraw it from account number 0561.

If you donate blood through the Central Pennsylvania Blood Bank have them credit your donation to account number 0561 (West Hanover Lions/Shellsville VFW) and ask for a receipt for your donation. If you bring the receipt into the Canteen and present it to your server, you will receive a \$7.00 credit toward your food bill.

## **American Flags**

When a Veteran dies a flag is placed on their coffin and then presented to the next of kin or a designee. The flag can also be donated to a National Cemetery. The Cemetery will present you with a certificate honoring the donation. On special occasions these flags are flown along the road going up to the Cemetery. Flags can be taken to the Cemetery office or given to the Post and we will see that they get to the cemetery. If you drop off a flag at the Post to be forwarded to the cemetery please include a note with the deceased veteran's full name and the name and address of the donor.

American 3'x 5' and 4'x 6' nylon flags are for sale at the Canteen for \$12.00 and \$16.50 dollars respectively.

Our post has a Flag Retirement site located adjacent to the Picnic Woods. We generally conduct one or two Flag Retirement Ceremonies each year depending on the need. If you have a worn or tattered Flag please bring it to the Post so it can be retired in an appropriate manner.

## **Check Cashing**

Provided that sufficient funds are available, Canteen members may cash personal checks at the Canteen.

The only 'third party' checks that will be honored at the Canteen are checks written by the Post or the Canteen, made payable to the member wishing to cash it.

Checks returned for any reason will be assessed a \$20.00 surcharge in addition to whatever your financial institution may charge. Repeated offenses will result in the loss of check cashing privileges at the Canteen and may result in disciplinary or legal action.

**IT'S THE LAW:** Per the PA Liquor Code a Licensed establishment is prohibited from cashing pay roll, Public Assistance, Unemployment Compensation or any other relief checks.

## **Food Services**

Food Services at the Canteen are provided by Manada Hill Inn, Inc. Hours of operation and dinner specials are posted in the Canteen. Currently, our Sunday breakfast buffet is open to the public until noon each Sunday. Manada Hill Inn, Inc. regularly hosts special events and holiday buffets. It is highly recommended that you call for reservations at a special event. Please contact Grant Kyler (717) 829-3432 or Michael Lawyer at (717) 599-5439.

**IT'S THE LAW:** Per the PA Liquor Code, Manada Hill Inn, Inc. is considered a Food Concession and, as such, we must abide by certain laws: *"The concessionaire shall buy, prepare, sell and collect for the food, and receive the profits, and pay his own employees. Neither the concessionaire nor his employees are permitted to handle or dispense liquor or malt or brewed beverages; and club employees are not permitted to serve or collect for food. Separate guest checks for food and liquor or malt or brewed beverages shall be presented to each member served."*

While this arrangement may seem a bit awkward or inconvenient we believe that it is more than compensated for by the quality of food and service that Manada Hill Inn, Inc. provides to our members.

Please be aware that because of this arrangement tips are also handled separately. A tip left at your table is assumed to be based on your food bill and for your food waitress. If you wish to tip the Canteen employee who served your alcoholic beverages please do so separately.

## **Catered Events**

Manada Hill Inn, Inc. can cater an event either at the Post Home Banquet Room or at another location. Please contact Grant Kyler (717) 829-3432 or Michael Lawyer at (717) 599-5439.

The Canteen has a club-catering license and may do business with members and non-members desiring to have a catered function in our banquet room. The banquet room seats a maximum of 100 people. During a catered function we are permitted to serve alcoholic beverages to non-members.

The banquet room is available for rental at an hourly rate. The rental fee is waived if catering is provided by Manada Hill Inn, Inc. To rent the banquet room a rental agreement must be signed at least seven days in advance and a deposit paid. The total bill must be paid on the day of the event. In the case of a funeral or wake the agreement must be signed at least 24 hours prior to the event.

**IT'S THE LAW:** The customer may not bring alcohol onto the premises and may not remove any alcohol from the premises. The Canteen may only provide alcohol when accompanied by a meal; snacks or finger foods do not constitute a meal. Anytime the Canteen or Post Home is open to non-members (this does not include guests or family of members) the entire building is Non-Smoking.

## **Picnic Area**

The post has a very nice picnic woods with full amenities located just a short distance away on Crawford Road. This facility is available for rent to individuals, families, clubs, and businesses. Rental includes the use of all facilities, propane for the kitchen, CO2 for the beverage dispenser, and normal clean-up.

To rent the facility a rental agreement must be signed at least seven days in advance and a \$50.00 deposit must be paid. The total bill must be paid on the day of the event. Rental fees are \$250.00 per day Monday through Friday and \$300.00 per day on Saturday or Sunday. Discounts are available for multiple day rentals. Rental days are based on 'calendar days'; midnight to midnight. Saturdays go quickly, book early.

## **Gambling**

As a matter of reference, State law mandates a 65% or greater pay out on pull-tabs. As a benefit to our patrons, the payout of prize money at VFW Post 9639 Canteen is approximately 80%.

Any member, 21 years of age or older, may participate in any of the small games of chance that we offer.

In addition to a variety of pull-tab tickets available from the bartender or wall mounted vending machine, the Post offers a monthly raffle ticket for sale at a cost of five dollars. Winners are determined using the Pennsylvania Lottery Evening (7:00 PM) Daily (three digit) Lottery Drawing. Tickets can be purchased at the bar or from designated sellers.

A daily member sign-in book drawing is conducted each day that the Canteen is open for business. In order to enter the drawing, a person must be a Canteen member in good standing of legal age, personally sign or print their name legibly in the book and pay a fifty-cent fee. A member is allowed to enter the drawing only one time each day. The drawing is conducted at the bar prior to the start of the following business day. To determine the winner, a numbered chip is drawn from a container of numbered chips corresponding to the member numbers recorded in the membership book. If there is no winner on a given day, the accumulated funds are carried over to the next business day up to a maximum of \$1,000.00. Once the \$1,000.00 payout ceiling is reached, accumulated funds in excess of the \$1,000.00 cap are carried over to the next daily drawing prize, in sequence. The daily drawing pays out 100% of the money collected for this game.

**IT'S THE LAW:** If a person wins over \$100.00 they are required to complete a form with their name, address, and the amount won. The Canteen employee responsible for the game must receive this completed form before paying the winnings. When a monetary prize exceeds \$600.00 and is greater than 300 times the wager, we are required to report the winnings to the IRS via form W-2G.

## **Volunteers**

Volunteerism is at the foundation of our success as an organization. We encourage all of our members to volunteer when and where possible. As a post we strive to support our veterans, our members and their families, and, make our community a better place to live.

Our Ladies Auxiliary keeps a record of our volunteer hours and those hours are reported to the VFW Department (State) and National Headquarters monthly. When you volunteer your time, money or mileage to support our community or veterans programs please let an officer in our Ladies Auxiliary know so they can report it appropriately.

In some cases the Post or Auxiliary can provide a token compensation for our members in the form of 'volunteer chips'. As an example; volunteer chips are given out at Post and Auxiliary meetings, road clean-up, newsletter preparation nights, opening and closing of the picnic woods, preparation for the Easter egg hunt, the Children's Christmas party, Ladies Ham Dinner and other events where volunteer help is needed. These chips may be redeemed in the Post Canteen for the beverage of your choice.

The members of the Post regularly participate in the Hersheypark volunteer program. When you volunteer as a park worker on behalf of our Post your wages are sent to the Post as a donation. In return, you are given a voucher for a free, full day, Hersheypark pass. Some longer or hard to fill shifts are compensated for with more than one voucher. A schedule of available shifts will be posted in the Canteen and on our website. If interested, please contact the Post Administrative Assistant or Park Coordinator so they can verify the availability of the shift and get you signed up.

## **Authorized Canteen Patrons**

**IT'S THE LAW:** Nothing in this section should be construed as condoning or facilitating the violation of state law. As an example; an Active or Auxiliary member who is less than 21 years of age is still considered a member of the Post Canteen, a social organization. In this case the member is by no means permitted to purchase or consume alcohol and must comply with Commonwealth statutes concerning adult accompaniment of a minor in a Licensed Establishment. The content of this section is based on the PA Liquor Code as it pertains to the type of License held by the Post Canteen.

### **Authorized Canteen Patrons include:**

- Active Members of VFW Post 9639 in good standing with the Canteen.
- Ladies Auxiliary Members of VFW Post 9639 in good standing with the Canteen.
- Associate Members of VFW Post 9639 Canteen in good standing.
- Social Members of VFW Post 9639 Canteen in good standing.
- Active Members of any chartered VFW Post in good standing with the National Organization.

- Ladies Auxiliary Members to any chartered VFW Post in good standing with the National Organization.
- Men's Auxiliary Members to any chartered VFW Post in good standing with the National Organization.

### **Proof of Eligibility**

The burden of proof of eligibility to patronize the Post Canteen rests with the individual. Acceptable forms of proof are:

- A current VFW membership card or VFW Life membership card.
- A current VFW Ladies Auxiliary membership card or VFW Ladies Auxiliary Life membership card
- A current VFW Men's Auxiliary membership card or VFW Men's Auxiliary Life membership card.
- A current VFW Post 9639 Canteen membership card.

Additionally, a photo identification card, such as a valid driver's license, will be presented on request to verify age or identity.

### **Conditionally Authorized Canteen Patrons include:**

- Guests or family members of any Authorized Canteen Patron listed above are authorized to be in the Canteen. While guests or family members may consume alcoholic beverages purchased by their host, they are not authorized to purchase alcoholic beverages themselves. Guests and family members may remain on the premises as long as their host remains on the premises.
- Non-members participating in a catered event are authorized to be in the Canteen. A non-member may purchase and consume alcohol and purchase food in the Canteen as long as they are a participant in a legally contracted catered event executed under the provisions of the Canteen's 'Club-Catering' License. These privileges endure only during the contracted period.

### **Canteen Policies and Rules of Conduct**

As mentioned in the *Introduction* section of this pamphlet, our intent in publishing the following policies and rules is not to be overly restrictive but rather to ensure that we remain in compliance with applicable laws and to provide a safe and enjoyable environment for our members, employees and guests.

We ask that both members and employees of the Canteen comply with and enforce these policies and rules. Self-correcting or self-policing is the simplest form of government. However, Canteen Staff members have an obligation to both the Post and other patrons to take corrective action when violations occur. Unacceptable conduct that is brought to the attention of the Board of Directors could result in a written warning, suspension of privileges, or, termination of membership.

The Canteen Board of Directors is the governing body for operation of the Post Canteen. The Board of Directors may modify or amend these rules and policies from time to time as the situation dictates. As a friendly reminder, Canteen rules and policies may be posted in the Post Canteen.

If any member disagrees with any of these policies or rules of conduct they are encouraged to voice their concerns at the scheduled Canteen meeting or the Board of Directors meeting. Expression of opposing views to patrons or the Canteen Staff is inappropriate and will not resolve the issue.

### **Canteen Policies**

- The appropriate proof of membership will be presented to the Canteen Staff as soon as practical after entering the Canteen but before any service is rendered.
- Patrons hosting guests must purchase all alcoholic beverages for their guests, and are responsible for the conduct of their guests. Guests must leave the premises when their host departs.
- Children must be seated with and under the direct supervision of their parent or guardian. No person under 21 years of age is permitted to sit at the bar and must vacate the VFW Canteen by 10:00 PM.
- Patrons and guests are not permitted behind the bar or in the kitchen.
- Cigarette smoking is permitted in the Canteen bar area unless otherwise posted. Patrons may smoke cigars or pipes after 9:00 PM. The use of smokeless tobacco is prohibited in the Post Home and Canteen. Anytime the Canteen or Post Home is open to non-members (this does not include guests or family of members) the entire building is Non-Smoking.

- Employees are prohibited from purchasing pull-tab tickets in the Post Canteen. Spouses of employees may not purchase pull-tab tickets while the employee is on duty. Employees may purchase raffle tickets and may participate in the daily sign-in drawing only.
- All winning tickets must be redeemed at the time of play. Pull-tab style tickets should not leave the premises.
- Multiple alcoholic beverages will not be served to a single guest at one time (i.e.; 'stacked'). Tokens or chips redeemable for the beverage purchased will be given instead.
- The doors to the Canteen will be locked and patrons will be prohibited from entering at the time indicated on the posted hours of operation. Within one hour of the doors being locked Last Call will be given and final purchases made. Within 30 minutes of Last Call and the final purchase, patrons will vacate the premises.

### **Rules of Conduct**

- Please show respect to the other members, guests, and the Staff.
- While spirited conversation is welcome arguing is not. Patrons should avoid controversial subjects or subjects that may be offensive to other patrons.
- Overly boisterous behavior and profanity is not welcome in the Canteen.
- If asked to modify your behavior by a Canteen Staff member, please do so without argument.
- Racial slurs, verbal threats, or, harassment of patrons or Staff will not be tolerated.
- Canteen Staff members may at anytime refuse service or ask a patron to leave the premises. Patrons should comply with the request without argument.
- Fighting or other violent behavior is strictly prohibited and will result in disciplinary action.
- Possession of illegal drugs while on VFW Post property is cause for immediate removal and termination of membership.

This Canteen is dedicated to  
Those merry souls of older days and of today  
Who make socializing, reminiscing and imbibing a pleasure,  
Achieving contentment long before capacity,  
And who, whatever they may drink,  
Prove able to carry it well and remain, always  
Ladies and Gentlemen

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## The Manada Hill Inn, Inc.



We are proud  
to host Manada  
Hill Inn, Inc. as  
our food service  
provider.

With over 75 years of combined  
restaurant experience, Grant Kyler and  
Mike Lawyer are famous for their expert  
culinary skills and trademark dishes.

Manada Hill Inn, Inc. serves upscale  
restaurant quality food at affordable club  
prices.

Please take advantage of our good  
fortune in the excellent service and cuisine  
they provide.