

American Legion Post #31 Guest Sign-in Policy

1. It is the responsibility of the POST member to sign in guests in the sign in book. Guests are not to sign themselves in.
2. The POST member is responsible for the conduct of their respective guests while they are present at POST #31.
3. Each POST member is entitled to sign in a **maximum of 4 guests**.
4. The POST member signing in a guest **MUST** print the name and **STREET ADDRESS AND CITY OF RESIDENCE** for each guest.
5. The POST member **MUST** print his or her own name in the book as the sponsor of the guest(s).
6. All of the sponsor's guests must leave if the sponsoring member leaves the lounge.
7. Failure to follow these directives will result in the sponsoring member and guests being asked to leave the lounge. A written report of this action shall be delivered to the Adjutant. The Adjutant shall deliver a copy to the Executive Board for possible disciplinary action at the next scheduled E-board meeting.