

**DEPARTMENT OF VIRGINIA**



**VIRGINIA'S**  
AMERICAN LEGION  
FAMILY



**LEADERSHIP COLLEGE**

**ACKNOWLEDGING OUR PAST &  
PREPARING FOR THE  
NEXT CENTURY!**

**DOUBLE TREE BY HILTON HOTEL  
RICHMOND-MIDLOTHIAN  
RICHMOND, VIRGINIA**

**AUGUST 3 - 5, 2018**

# The Objective

To ensure attendees receive the mentoring and training necessary to return to their Posts, Units, Squadrons and American Legion Riders Chapters with the knowledge and enthusiasm to promote and develop American Legion Family Programs.

In 2015, we organized the Leadership College into tracks. We have a track for the American Legion Auxiliary, a track for the Sons of the American Legion, a track for the Virginia American Legion Riders, a Program track for the basic/core Virginia American Legion programs. Attendees are able to cross-over between tracks to take specific classes that are of interest to them. Attendees who complete the tracks will receive a Virginia Leadership College diploma and pin with year bar.

Our aim is to prepare attendees to easily answer questions about the American Legion Family and to have a good understanding of who is eligible, who we serve and why our organization exists.

## Who Should Attend

- All new members of the American Legion, American Legion Auxiliary, and Sons of the American Legion.
- All new Post/Unit/Squadron and District Officers and Committee Chairman.
- All new or current members of the Virginia American Legion Riders.
- Any American Legion Family member interested in the current changes and updates in our programs.
- Any American Legion Family member who has never attended the Leadership College.

## Early Session

Come early and attend classes on Parliamentary Procedure, How to Prepare Resolutions, and Sensitivity Training that begins at 1:00 pm on Friday, August 3, 2018. The classes will run according to the schedule in the Agenda so come early and attend any or all the classes.

## Opening Session

Opening session will begin at 7:00 pm on Friday, August 3, 2018.

# Agenda

The draft agenda is included in the registration package for your planning purposes. It will be finalized and made available at or before the Department Convention.

If you have additional questions, please contact the Legion College Director John Kokernak at [jkokernak@aol.com](mailto:jkokernak@aol.com), by mail at PO Box 400, Linden, VA 22642.

# Department of Virginia Leadership College

Double Tree by Hilton Hotel Richmond-Midlothian, Richmond, VA.

August 3 - 5, 2018

## Registration Form

**One registration form per individual please.**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, and Zip Code: \_\_\_\_\_

Phone: (Home) \_\_\_\_\_ (Work) \_\_\_\_\_

Email Address: \_\_\_\_\_

Organization: Legion \_\_\_\_\_ Auxiliary \_\_\_\_\_ SAL \_\_\_\_\_ Post/Unit/Squadron Number: \_\_\_\_\_  
ALR \_\_\_\_\_ Chapter Number \_\_\_\_\_

### Friday Afternoon Session

(Will you be attending the afternoon session on Friday, August 3, 2018 from 1:00 – 5:00 PM?)

Program	Attending
Friday Afternoon Session (See Agenda)	Yes/No

### Track

(Please select one that you will attend on Saturday, August 4, 2018. For Track details see Agenda)

Track	Attending
American Legion Auxiliary Programs	Yes/No
Sons of the American Legion Programs	Yes/No
Virginia American Legion Riders Programs	Yes/No
Virginia American Legion Programs	Yes/No

### Registration Fee \$75.00

(includes Saturday breakfast and lunch, for this attendee only)

Registration fee (Check only) must be submitted with completed form. Make checks payable to THE AMERICAN LEGION, DEPARTMENT OF VIRGINIA. Registration Form and Fee must be received at Department Headquarters no later than **July 12, 2018**.

**Registration Forms received after the July 12, 2018 will not receive meals on Saturday.**

Mail completed form and check to:

The American Legion  
Department of Virginia  
Attn: Leadership College  
1708 Commonwealth Ave.  
Richmond, VA 23230

### **Lodging**

Lodging will be at the Double Tree by Hilton Hotel Richmond - Midlothian, 1021 Koger Center Boulevard, Richmond, Virginia, 23235. Phone number for reservations is (855) 610-TREE (8733) or you may call the hotel directly at (804) 379-3800.

Each College attendee is responsible for making his/her own hotel reservations. **Hotel Reservations must be made no later than 12 July 2018**. When making your reservations, be sure to identify yourself as part of The American Legion Department of Virginia Group. The hotel rate is \$109.00 per night, single/double, per room, plus tax. (\$123.50 per night with tax).

All lodging reservations and special lodging requests must be arranged with the hotel by each attendee.



## The Double Tree Richmond-Midlothian Host Hotel of American Legion Leadership College 2018

We are excited to welcome the American Legion Leadership College back again in 2018! We are also pleased to extend special rates and services to you as you visit the Greater Richmond area

Mention “American Legion, Department of Virginia” for the Legion Rate.  
Group Code: ALG

Event Dates: August 3 – 5, 2018

### Location:

1021 Koger Center Boulevard, Richmond, VA 23235  
Richmond, Virginia 23235



Reservations need to be made by:  
July 12, 2018 - Meals cannot be guaranteed  
if applications are received after the  
deadline of July 12, 2018

Room Rate: \$109.00 + tax (13.3%) \$123.50  
Single/Double Occupancy

For Reservations Call  
Toll Free to:  
1-855-610-TREE (8733)

Or

Call Hotel Directly  
1 804-379-3800

### ADDITIONAL AMENITIES

- Complimentary USA TODAY (located in the lobby weekdays)
- Complimentary wired or wireless T-1 Lines in guest rooms

### From North

Take Exit 79 Chippenham Parkway. Follow 10 miles to (Route 60) Midlothian Turnpike West. 5 miles to Koger Center Hotel will be on your right.

### From South

Take Exit 79\* (Powhite Highway). Keep to the left and follow Powhite to Midlothian Turnpike (Route 60-West). Follow Midlothian Turnpike 2 miles to Koger Center Boulevard. Hotel will be on your right.

### From East

Exit for I-288 South to Route 60/ Midlothian Turnpike (East) Follow Midlothian Turnpike approximately 3 miles to Koger Center Boulevard. Hotel will be on left.

### From West

Stay on I-64 West. Follow signs to I-95 (do not take I-295N) Stay on I-95 North to Powhite Parkway 195 (Exit 79\*). Follow Powhite Parkway to Midlothian Turnpike West (Route 60) for 2 miles to Koger Center Boulevard. Hotel will be on left.

\*POWHITE PARKWAY IS ALSO LISTED AS ROUTE 76 WHEN TRAVELING SOUTH OF THE JAMES RIVER

Hotel Web Site: [RichmondMidlothian.DoubleTree.com](http://RichmondMidlothian.DoubleTree.com)

Department of Virginia  
 American Legion Family Leadership College  
 2018 Agenda

As of 3/2/2018

Day	Time	Event
<b>Friday</b>	12:00 - 9:00 PM	Registration
	1:00 - 2:15 PM	Parliamentary Procedure
	2:30 - 3:15 PM	How to Prepare Resolutions
	3:30 - 5:00 PM	Social Media Training
	5:00 - 7:00 PM	Dinner (On Your Own)
	7:00 - 7:30 PM	Joint Opening
	7:30 - 9:00 PM	Post/Unit/Squadron Operations and Responsibilities Class
<b>Saturday</b>	6:15 - 7:45 AM	Breakfast
	6:00 AM - 10:00 PM	College Office
	7:00 AM - 3:00 PM	Registration
	8:00 AM - 12:00 PM	Break Area
<b>Auxiliary Track</b>	8:00 AM - 12:00 PM	Auxiliary Session
	12:00 PM - 1:00 PM	Lunch
	1:00 PM - 5:00 PM	Auxiliary Session
<b>Riders Track</b>	8:00 AM - 12:00 PM	ALR Session
	12:00 PM - 1:00 PM	Lunch
	1:00 PM - 5:00 PM	ALR Session

Department of Virginia  
 American Legion Family Leadership College  
 2018 Agenda

As of 3/2/2018

Day	Time	Event
<b>Saturday (Cont)</b>		
<b>SAL Track</b>	8:00 AM - 12:00 PM	SAL Session
	12:00 PM - 1:00 PM	Lunch
	1:00 PM - 5:00 PM	SAL Session
<b>Virginia Legion Programs Track</b>	8:00 AM - 9:50 AM	Post Function, Organization & Protocol
	10:00 AM - 11:50 PM	Post Commander Class
	10:00 AM - 10:50 AM	Chaplain
	11:00 AM - 11:50 PM	History Program
	12:00 PM - 1:00 PM	Lunch
	1:00 PM - 2:50 PM	Post Adjutant Class
	1:00 PM - 1:50 PM	Children & Youth
	2:00 PM - 2:50 PM	Americanism
	3:00 PM - 3:50 PM	Membership
	3:00 PM - 3:50 PM	Veterans Affairs & Rehabilitation
	4:00 - 4:50 PM	Sensitivity Training
	4:00 - 4:50 PM	Post Reporting
<b>All</b>	5:00 PM - 7:00 PM	Dinner (On Your Own)
<b>All</b>	7:00 - 8:00 PM	Open Session for Questions and Answers
<b>Sunday</b>	6:30 - 8:30 AM	Breakfast (On Your Own)
	6:00 AM - 12:00 Noon	College Office
	8:30 - 9:00 AM	Sunday Service
	9:00 - 9:15 AM	Next Steps: Planning Calendar
	9:15 - 11:00 AM	Graduation



# **2018 Virginia American Legion Family Leadership College Track Descriptions**

## **American Legion Auxiliary Programs Track:**

The American Legion Auxiliary (ALA) Programs Track is conducted by the Director of the ALA Leadership College and her Leadership Team. The 2018 agenda will concentrate on the selected programs which are to be determined (TBD) as of the time of this initial printing. There will be plenty of interesting information shared, so plan on attending!

## **Sons of the American Legion Programs Track**

The Sons of the American Legion (SAL) Programs Track is conducted by the Director of the SAL Leadership College and covers the programs of the SAL. Topics are determined by the Director of the SAL Leadership College.

## **The Virginia American Legion Riders Programs Track**

The Virginia American Legion Riders (VALR) Programs Track is conducted by the Director of the Virginia American Legion Riders and covers the programs and activities of the VALR. Topics to be covered include Conducting a VALR Meeting, History of the VALR, Road Safety, Hosting VALR events like Poker Runs, etc.

## **Virginia Legion Programs Track:**

The Virginia Legion Programs Track covers the basic/core programs of the Virginia American Legion. The following topics will be covered in one or two hour periods:

- Americanism – addressing one of the Four Pillars of the American Legion to include but not limited to the Boys Scouts, Ceremonials, Citizenship, Community Service, Jr ROTC Drill Teams, Jr Shooting Sports and the Middle School Essay Contest.
- Chaplain – addressing the role of American Legion Chaplain and basic information.
- Children & Youth - addressing one of the Four Pillars of the American Legion to include programs for our children and youth and the Temporary Financial Assistance (TFA) program.
- History – addressing the role of a historian and the basic information to conduct a history program at the post level.
- Membership – addressing the role of the membership chairman and the membership team in recruiting, renewing and retaining members of the American Legion

## **2018 Virginia American Legion Family Leadership College Track Descriptions**

- Post Function, Organization & Protocol – addressing the basic organization and functions of the American Legion Post and the American Legion Organization. The class will also cover basic protocol that should be followed.
- Post Commander – addressing the roles and responsibilities of being the commander or leader of an American Legion post.
- Post Adjutant – addressing the roles and responsibilities of being the administrator of an American Legion post.
- Post/Unit/Squadron Operations & Responsibilities – addressing the documented requirements that Virginia American Legion Family organizations complete as part of their normal operations to include maintaining their constitution and bylaws, articles of incorporation, bonding of post officials, auditing of finances and coverage of current issues experienced in the Department of Virginia.
- Post Reporting – addressing the Annual Post Reporting requirements to include the Americanism Report, Children & Youth Report, Veterans Affairs & Rehabilitation Report (Service Trophy) and Consolidated Post Report (CPR).
- Sensitivity Training – addressing the requirements for being aware of and respecting the diverse nature of the American Legion Family and our members.
- Veterans Affairs & Rehabilitation - addressing one of the Four Pillars of the American Legion to include veterans affairs and voluntary services, homeless veterans, service officers and women veterans outreach.