National American Legion College

APPLICATION INSTRUCTIONS

December 11 – 16, 2022 in Indianapolis, IN

Department ONLY is to email completed and signed application(s) to: ia@legion.org by **July 31**

NATIONAL AMERICAN LEGION COLLEGE
2022 COURSE SYLLABUS

DESCRIPTION

National American Legion College (NALC) is the highest level of education offered by The American Legion. The course is intended to teach the principles and techniques necessary for effective leadership at the higher levels of The American Legion. The successful graduate will possess the education and skills necessary to provide program and command leadership at the district level and above.

ORGANIZATION

The course length is one week and requires that the student remains in attendance for the entire session. Tuition and other costs for the course will be paid through a combination of national and department funds. All National American Legion College applicants must complete the online version of *Basic Training* as a prerequisite prior to submitting an application. Optimum prospective students should also have experience at the post level, and ideally, have provided command leadership. Additional experience and command leadership at the county level and/or program experience at the district and department level will better prepare the prospective student to achieve the maximum benefit from attending National American Legion College.

COURSE OBJECTIVES & TOPICS

National American Legion College will provide instruction using both classroom lectures, small group interactive techniques, and team building. Primary topics to be addressed include:

- Leadership and mentoring in a distributed non-profit, volunteer environment
- Communicate using both face-to-face, written, and social media methods
- Critical thinking and problem solving
- Team building to set and accomplish goals
- Recognize and effectively utilize personality types in personnel management
- Develop or broaden networking skills outside of the department
- Develop, instruct, or support a post, district or department level training platform
- Effective meeting management through parliamentary techniques

TEXT & REQUIRED SUPPLIES

All course materials will be supplied to the students before, at the start of, and during the week of instruction. No additional material is required, but students are encouraged to explore additional outside sources on their own initiative. The use of a personal laptop or tablet is encouraged, but not required. Students will be informed in those instances when only college-supplied materials may be used.

GRADING PLAN & RULES OF CONDUCT

The course is graded pass/fail. Students may withdraw at any time and return home. Completion of the week's instruction will be considered satisfactory to meet graduation requirements. No formal class ranking will be kept. All graduates will receive a diploma indicating completion of National American Legion College. Students are expected to arrive on time everyday. Serious personnel or behavior issues will be the only grounds for expulsion of a student.

YOUR IDEAS, EVALUATIONS, ETC.

In general, your ideas, comments, suggestions, questions, grade challenges, etc. are welcome and encouraged for most topics. Your discretion in these matters is expected.

SUGGESTIONS FOR SUCCESS

Most students will find this course to be challenging both intellectually and personally. For some students, this will be their first experience as a member of a group of talented, highly motivated individuals. Defending your ideas and positions with skill and passion but at the same time respecting the same level of passion from other students is critical. Leadership while working within a team is essential to achieve the maximum results from the course.

If you have any questions regarding National American Legion College or the application, you can contact National American Legion College Coordinator, Ken George by email at: kgeorge@legion.org or by telephone at: (317) 630-1376.

Department ONLY is to email completed and signed application(s) to: ia@legion.org by **July 31. Late applications WILL NOT be accepted.**

NATIONAL AMERICAN LEGION COLLEGE

Application Instructions

APPLICANT - Read this application very carefully first before answering any questions. Provide complete answers to each question as indicated on each page, section by section listed below. Punctuation, grammar, and sentence structure will be considered and may impact your final score. It is highly suggested you have your application screened and reviewed by a third party you trust before submitting to your department leadership and national. Do not leave anything blank. If a question does not apply to you or you have no answer, enter "N/A." This will ensure a question was not missed and you are not penalized for unanswered questions. All applications must be submitted to your department leadership for review. **Applications received at national without first going through your department will be returned.**

Section I – **Applicant Contact Information**

- Fill the contact section out completely.

Section II – **Military and American Legion Service** (25% of total score)

A. Service era & Branch of service – if multiple apply, include all and years of service for each.
B. Provide post number, department, and membership ID. **Must be a continuous member in good standing for at least three (3) years.**
C. Indicate the date you completed the online American Legion Education Institute "BASIC TRAINING**"** course and **include** your certificate of completion. **ALEI certificates prior to Sept. 2017 will not be accepted.**
D. List the highest elected position you have held or currently hold
E. List the highest appointed position you have held or currently hold.
F. Tell us your most significant accomplishment under your leadership as a leader in The American Legion (250 words max).

Section III – **Education and Career Information** (30% of total score)

A. Check the highest level completed and indicate your field of study.
B. Check the job level that most closely represents your most responsible highest or current employment. If retired or unemployed, indicate the most responsible position held.
C. Describe a notable leadership experience you encountered.

Section IV – **Essay** (45% of total score)

- Must be typed into the space provided in the fillable PDF application.
  Legion College graduates are expected to work in parallel with other talented, motivated Legionnaires to help their department meet future goals and provide an atmosphere that is welcoming and motivational to future leaders. In a 500 to 1,000 word essay, please explain why you should be selected to attend Legion College. In your essay, be sure to address the points below. Remember, grammar, punctuation, and spelling are critical to good written communications.
  - What area of your department will best use your talents and knowledge?
  - What do you hope to gain by attending Legion College that will make you productive in this area?
  - How will you use the knowledge obtained?
  - What will your department gain from your attendance?
  - Discuss a personal career path that will enable both you and your department to best achieve your goals.

Section V – **Accommodations and Travel Information/Sign Application**

A. Lodging & travel during NALC session will be arranged and paid for by national headquarters. Air travel can be arranged directly with the national headquarter's travel division.
B. Sign and date the application. An application missing any signatures will be automatically returned.

Section VI – **Department Recommendation**

A. Validate why the attendance of this Legionnaire is worth the investment made by your department and national headquarters.
B. Assess where the candidate could potentially be functioning in your department in the next five (5) years.
C. Interview candidate, aware of the purpose of attending NALC, and understands the expectation upon completing NALC.

Department adjutant, commander, or appropriate department designee must sign the application before submitting it to national. Missing signatures on the application will automatically be returned.

FOR DEPARTMENT USE: Print, mail completed application, essay, and certificate of **BASIC TRAINING** to: Internal Affairs, PO Box 1055, Indianapolis, IN 46206 or email to: ia@legion.org **Submit by July 31**.

National American Legion College

STUDENT APPLICATION

December 11–16, 2022 in Indianapolis, IN

Section I - Applicant Contact Information

Last Name: First: MI:

Mailing Address:

City: State: Zip:

Cell Phone: Home Phone: Bus Phone:

Email Address:

Section II - Military and American Legion Service (*25% of total score*)

A. Specify your active military service era(s):

- ☐ Vietnam (February 28, 1961 – May 7, 1975)
- ☐ Lebanon/Grenada (August 24, 1982 – July 31, 1984)
- ☐ Panama (December 20, 1989 – January 31, 1990)
- ☐ Gulf War/War on Terrorism (August 2, 1990, to present)
- ☐ Other Era or Legion Act – List years of service to

Branch(es) of Service & years served for each (i.e., USA 1990-1994, USN 1994-2000):

B. American Legion Post #: Department:

Membership ID: Year joined Legion: (min. 3 yr. continuous membership)

C. Completed ALEI **BASIC TRAINING** Month: Year:

☐ I've included a copy of my certificate with the application. **ALEI certificate before 2016 is not accepted.**

D. List the highest elected position you have held or currently hold.

E. List the highest appointed position you have held or currently hold.

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F. Tell us your most significant accomplishment under your leadership as a leader in The American Legion. **(250 words max)**

Section III – Education and Career Information (*30% of total score*)

A. Educational Background (Check the highest level accomplished)

- ○ High School Diploma/GED
- ○ Technical/Trade Certificate
- ○ Some College - hrs.
- ○ Associate Degree
- ○ Bachelor Degree
- ○ Graduate Degree

Field of study:

B. Professional Background - See page 1, Section III.

- ○ Employee
- ○ Supervisor
- ○ Management
- ○ Senior Management
- ○ Owner

C. What was the most notable leadership experience you have encountered? You may use a good or bad experience. For either choice, describe the outcome of the experience and its impact. How would you have supported or improved the experience? ***(250 words max)***

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Section IV – Typed essay Use fillable blank page starting on page 6. (*45% of total score*)

National American Legion College Essay
(500 to 1000 words)
Essays must be typed using the fillable pages on pages 6 & 7. See page 1, Section IV.

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- What area of your department will best use your talents and knowledge?
- What do you hope to gain by attending Legion College that will make you productive in this area?
- How will you use the knowledge obtained?
- What will your department gain from your attendance?
- Discuss a personal career path that will enable both you and your department to best achieve your goals.

* Refer to legion.org/college and the class syllabus to know more about the college.

Section V – Accommodation Information

A. Students may stay two (2) persons (double occupancy) to a room at a downtown Indianapolis hotel. Lodging (room rate & tax) is provided at no charge to students during the authorized call-in dates. Each student is responsible for additional charges such as additional accessibility needs, phone calls, internet service, or room service. Any outstanding charges must be cleared upon checking out of the hotel. Charges not paid or billed to the national organization will be billed back to your department. Students who request private, single occupancy rooms will be responsible for the cost difference of a double, 2 person room.

Air travel can be arranged with the national travel division.

If COVID-19 restrictions are still in effect in Indianapolis, Indiana, students will be assigned individual rooms for health and safety reasons at no additional cost to the student.

☐ Check if you require special accommodations.

B. ***I understand the requirements and desire to attend National American Legion College. I certify that the information and essays contained in this application are my original effort and have not been edited or changed by any other person.***

Signature: **Date:**

The organization does not discriminate in regard to any demographic category protected by law.

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Section VI – Department Recommendation *(at least one signature required)*

Take the time to screen your applicant. Enter detailed answers to each question. Failure to complete all questions and sign the recommendation section may result in the applicant receiving penalty points upon review.

Does the candidate meet the following qualifications:

○ Yes ○ No Current (paid) member of The American Legion and a member for at least three (3) years prior to NALC session;

○ Yes ○ No Demonstrate leadership potential; demonstrate a desire to apply the college's learnings to all levels of The American Legion.

○ Yes ○ No Able to develop, present, coordinate, and/or facilitate American Legion training at the department through post level;

○ Yes ○ No Completed *American Legion Education Institute* online **BASIC TRAINING.**

A. What are the mutual expectations for this candidate from your department upon graduating NALC?

B. What is the five (5) year plan for this candidate in your department and The American Legion?

C. Was this candidate interviewed and vetted by your department, understands the purpose of NALC, and the expectations upon his/her return?

○ Yes ○ No

Department Recommendation (check one):

○ **RECOMMENDED** The applicant is eligible and, if selected, **will be funded**.

○ **NOT RECOMMENDED** The applicant is not ready for attendance at NALC at this time.

(or/and)

Department Adjutant ***signature(s) req'd*** **Department Commander**

Department of **Date:**

The department cost per student is $800.00 and billed to the respective department after the class starts.

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Section IV – Typed essay (no less than 500 and no more than 1000 words.)

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Section IV – Typed essay, continued (no less than 500 and no more than 1000 words.)

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