

Virginia American Legion Family Leadership College

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

July 29th - July 31st, 2022

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, July 29, 2022, from 1:00 – 5:00 PM?)

Please note that there will be a Fireside Chat with PNC Dan Dellinger, PNC Brett Reistad, PNC Clint Bolt and Past National President in the evening with kick-off beginning at 7pm.

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

Track

(Please select one that you will attend on Saturday, July 30, 2022. 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 Forms received after July 11, 2022, will not receive meals on Saturday. 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 11, 2022.**

Registration Forms received after the July 11, 2022, 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 11 July 2022.** When making your reservations, be sure to identify yourself as part of The American Legion Department of Virginia Group. The hotel rate is \$110.00 per night, single/double, per room, plus tax.

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

Day	Time	Event
Thursday	1:00 - 7:00 PM	College Office
Friday	7:00 AM - 10:00 PM	College Office
Friday	12:00 - 5:00 PM	Registration
	1:00 -2:30 PM	Parliamentary Procedure (Combined)
	2:45 - 3:45 PM	Diversity and Inclusion Training (Combined)
	4:00 - 5:00 PM	Veterans Strengthening America (Combined)
	5:00 - 7:00 PM	Dinner (On Your Own)
	7:00 - 7:30 PM	Joint Opening
	7:30 - 9:00 PM	Fireside Chat with: PNC Dellinger, PNC Reistad, PNC Clint Bolt and PNP Peggy Thomas
Saturday	6:15 - 7:45 AM	Breakfast
	6:00 AM - 10:00 PM	College Office
	7:00 AM - 12 PM	Registration
	8:00 AM - 12:00 PM	Break Area
Foundation Courses	8:00 AM - 8:45 am	This is The American Legion
	9:00 AM - 9:45 AM	Digital Modernization and Effective Online Tools
	10:00 AM - 10:45 AM	American Legion Family Ettiquette & Protocol (Combined)
	12:00 PM - 1:00 PM	Lunch
	1:00 PM - 1:45 PM	Conducting an Effective Meeting (Combined)
	2:00 PM - 2:45 PM	Community Interaction and Partnering with Like-Minded Organizations (Combined)
	3:00 PM - 3:45 PM	Succession Planning
	4:00 PM - 5:00 PM	Building Effective Leaders (Combined)
Intermediatte Courses	8:00 AM - 9:15 AM	Consolidated Post Reporting
	9:30 AM - 9:45 AM	National American Legion College Application
	10:00 AM - 11:45 AM	Buddy Check Program (Combined)
	12:00 PM - 1:00 PM	Lunch
	1:00 PM - 1:45 PM	New PR Tool Kit (Combined)
	2:00 PM - 2:45 PM	Fundraising and Events (Combined)
	3:00 PM - 3:45 PM	Building an Effective Membership Team
	4:00 PM - 5:00 PM	Building an Onboarding and Mentorship Program (Combined)
	5:00 PM - 7 PM	Dinner (On Your Own)
	7:00 PM - 8:00 PM	Meet Your Instructors for Follow-Up Questions (Combined)

Day	Time	Event
Saturday Auxiliary Track	8:00 AM - 10:00 AM	Auxiliary Track
	10 AM - 11:45 AM	Refer to Combined Foundation and Intermediate Sessions
	12:00 PM - 1:00 PM	Lunch
	1:00 PM - 5:00 PM	Refer to Combined Foundation and Intermediate Sessions
Saturday SAL Track	8:00 AM - 10:00 am	SAL Track
	10:00 AM - 11:45 AM	Refer to Combined Foundation and Intermediate Sessions
	12:00 PM - 1:00 PM	Lunch
	1:00 PM - 5:00 PM	Refer to Combined Foundation and Intermediate Sessions
Saturday ALR Track	8:00 AM - 10:00 AM	ALR Track
	10:00 AM - 11:45 am	Refer to Combined Foundation and Intermediate Sessions
	12:00 PM - 1:00 PM	Lunch
	1:00 PM - 5:00 PM	Refer to Combined Foundation and Intermediate Sessions
All	5:00 PM - 7:00 PM	Dinner (On Your Own)
All	7:00 - 8:00 PM	Meet your instructors for follow-up questions
Sunday	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