

National American Legion College

Official Application

November 1st – November 6th, 2020

The American Legion National Headquarters
Indianapolis, Indiana





National American Legion College

APPLICATION INSTRUCTIONS

November 1 to 6, 2020 in Indianapolis, IN

Ensure your name and membership number are on all pages.

Section I – Applicant Contact Information

- Fill this section out completely.

Section II – Military and American Legion Service (35% of total score)

- Branch of Service – provide only one.
- Fill in post number, department and membership ID. **Must be a continuous member in good standing for at least 3 years.**
- List all leadership positions held at the post, county, district, or department level in The American Legion (elected and appointed). Give two (2) short examples of leadership challenges you overcame. If more space is needed, use blank pages provided at the end of the application.
- Note the date you completed the online American Legion Education Institute **BASIC TRAINING** course and include your certificate of completion. **ALEI certificate will not be accepted.**

Section III – Education and Career Information (25% of total score)

- Education – Check highest level accomplished/completed.
- Professional background – Include your past and present employment history.
- Other groups – Outside affiliations and level(s) of involvement.
- Give one (1) or two (2) short examples of leadership challenges that you overcame either in your professional background or other groups.

Section IV – Essay (30% of total score)

- Must be typed into the space provided in the fillable PDF application.
Express why you want to attend National American Legion College and why you should be selected. Illustrate how you will apply the information you receive to become a valuable, integral member of your department, including your goals and the type of engagement you expect to have with The American Legion over the next five (5) years. In addition, expound how you would apply the knowledge obtained to your department's current or new training platform.

Section V – Accommodations and Travel Information/Application

- Lodging & travel during NALC session will be arranged and paid by national headquarters. Air travel can be arranged directly with national headquarter's travel division.
- Sign and date application. Application missing any signatures will be automatically rejected.

Section VI – Department Recommendation (10% of total score)

- Validate why the attendance of this Legionnaire is worth the investment made by your department and national headquarters.
- Assess where the candidate could potentially be functioning in your department in the next five years.
- Department adjutant, commander, or appropriate department designee must sign the application before submitting to national. Missing signatures on the application will automatically be rejected.



National American Legion College

STUDENT APPLICATION

November 1 to 6, 2020, Indianapolis, Indiana

Section I - Applicant Contact Information

Last Name: _____ First: _____ MI: _____

Mailing Address: _____
(Street/P.O. Box)

(City) (State) (Zip)

Cell Phone: _____ Home Phone: _____ Bus Phone: _____

Email Address _____

Section II - Military and American Legion Service

Specify your active military service era(s):

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 of Service: _____ Year joined Legion: _____ (3 year min. membership)

American Legion Post # _____ Department _____ Membership ID _____

Give two (2) short examples of leadership challenges that you overcame.

Last Name: _____ First: _____ Membership ID: _____

Positions held at post/district/dept. levels to include years, along with any committee/chair positions.

Date completed American Legion Education Institute **BASIC TRAINING** Month: _____ Year: _____

Submit a copy of certificate with application. ALEI certificate not accepted.

Section III – Education and Career Information

Educational Background (Check highest level accomplished)

High School Diploma

Technical/Trade Certificate

Some College - hrs.

Associate Degree

Bachelor Degree

Graduate Degree

Professional Background (Describe your job and how long you held that position.)

List groups, outside The American Legion, you are associated with and offices held.

Give two (2) short examples of leadership challenges that you overcame either in your professional career or other group

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, 2020.**

Last Name: _____ First: _____ Membership ID: _____

Section IV – Typed essay (Use fillable blank forms on last pages.)

National American Legion College Essay
(no less than 500 and no more than 1000 words)

Referring to page one, section IV of the application, explain why you should be selected to attend National American Legion College. Furthermore, explain how you would apply the knowledge obtained to your department's current or new training platform. This is an opportunity for you to present yourself and outline how you intend to be a valuable, intricate member of your department. Your essay must be typed using the fillable pages provided on pages 7 & 8. Your essay should be no less than 500 words and no more than 1000 words.

Section V – Accommodation Information

Students will stay two (2) 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 with the hotel. Charges not paid or billed to the national organization will be billed back to your department. Air travel can be arranged with national travel division.

Check if you require special accommodations

I understand the requirements and desire to attend The National American Legion College.

Signature: _____ **Date:** _____

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

Last Name: _____ First: _____ Membership ID: _____

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

1. What are the mutual expectations for this candidate in your department upon graduating NALC?

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

3. Was this candidate interviewed and vetted by your department, understands the pupose of NALC, and the expecations 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) required* Department Commander

Department of _____ **Date:** _____

Candidate must meet the following qualifications:

- Veteran of Lebanon/Grenada, Panama, and/or Gulf War/Global War on Terrorism*;
- Current (paid) member of The American Legion and a member for at least three years prior to NALC session;
- Demonstrated leadership potential;
- Able to develop, present, coordinate, and/or facilitate American Legion training at department through post level;
- Completion of *American Legion Education Institute* online **BASIC TRAINING**.

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

*A candidate from an earlier war era may be considered if the department has a successful applicant with service during a qualified era. Candidates from unqualified war eras will be limited by availability.

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Click in the box below to continue writing.

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