



National American Legion College

Application Instructions November 3 – 8, 2019

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.
- List all leadership positions held at the post, county, district or department level in The American Legion (elected and appointed). Give one or two short examples of leadership challenges you have overcome. If more space is needed, use blank pages provided at the end of the application.
- Note the dates you completed The American Legion Education Institute **BASIC TRAINING** course and include your certificate of completion.

Section III – Education and Career Information (25% of Total Score)

- Education – Check highest level achieved.
- Professional Background – Include your past and present employment history.
- Other Groups –Outside affiliations and level(s) of involvement.
- Give one or two short examples of leadership challenges that you have overcome either in your professional background or other groups.

Section IV – Essay (30% of Total Score)

- Must be typed (using the provided fillable PDF) into the space provided with the application. Explain why you want to attend the college and how you will apply the information you receive in your respective department. Include your goals and type of engagement you expect to have with The American Legion over the next five years. This essay is critical for your selection to attend and counts for 30% of your total score. It is your opportunity, in five hundred words or less, to state how your completion of NALC will positively impact our organization.

Section V – Lodging and Accommodation Information

- Sign and date application.

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.



National American Legion College

Student Application
November 3 to 8, 2019
Indianapolis, Indiana

Section I -Applicant Contact Information:

Last Name: _____ First: _____ MI: _____

Mailing Address: _____
(Street/PO Box) (City) (State) (Zip)

Cell Phone: _____ Work Phone: _____

Email Address: _____

Section II - Military and American Legion Service:

Branch of service: _____ Year joined Legion: _____

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 War Era (List here) _____

American Legion Post # _____ Department _____ Membership ID# _____

Positions held at post/district/department levels to include years, along with any Committee/Chair positions.

Give one or two short examples of leadership challenges that you have overcome. *(Use page 4 for more space)*

Submit a copy of certificate with application.

Date completed American Legion Education Institute **BASIC TRAINING**

Month: _____ Year: _____

Submit by July 31

Last Name: _____ First: _____ Membership ID: _____

Section III – Education and Career Information:

Educational Background (Check highest level achieved):

High School Diploma	Technical/Trade Certificate	Some College
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:

Section IV – Typed essay (Use fillable blank forms on page 5):

National American Legion College Essay

In 500 words or less, tell why you want to attend the National American Legion College and how you would apply the knowledge to your engagement with The American Legion. This is an opportunity for you to present yourself in your own words. Your essay must be typed using the fillable space provided on page 5.

Section V – Lodging and Accommodation Information:

Students will stay at a downtown Indianapolis hotel. Lodging is provided at no charge to students during the authorized call-in dates. Each student is responsible for additional charges such as phone calls, internet service or room service. Any outstanding charges must be cleared at checkout with the hotel.

Check if you require special accommodations

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

Signature: _____ Date: _____

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

<p align="center">FOR DEPARTMENT USE:</p> <p align="center">Mail with applicant essay and certificate of BASIC TRAINING completion to: Internal Affairs, PO Box 1055, Indianapolis, IN 46206 or email to: ia@legion.org.</p>

Submit by July 31

Last Name: _____ First: _____ Membership ID: _____

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

1. Why is the investment in this applicant attending NALC valuable to your department?

2. What might this candidate be doing for The American Legion in the next five years?

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.

_____ (and/or) _____
Department Adjutant **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
- Demonstrated leadership potential
- Able to develop, present, coordinate, and/or facilitate American Legion training at department through post levels.
- Completion of *American Legion Education Institute* **BASIC TRAINING**

The department cost per student of \$600.00 will be billed to the respective department after the class starts. Departments are encouraged to nominate all qualified applicants, but will be expected to provide funding for all recommended students who are selected.

*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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