
OVERVIEW

Departments ONLY must email completed and signed applications to: ia@legion.org
(Late applications WILL NOT be accepted.)

Note: National will accept no more than **two** applicants per department.

SUBMISSION DEADLINE: JULY 31ST

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COURSE DESCRIPTION

The National American Legion College (NALC) is the highest level of education offered by The American Legion. This intensive program is designed to equip Legionnaires with the leadership skills and knowledge necessary to serve effectively at district and higher levels. Successful graduates will gain expertise in program development, command leadership, and organizational growth within The American Legion.

COURSE STRUCTURE

- The course spans one full week and requires full attendance.
- Tuition and associated costs are covered through a combination of national and department funds.
- Prerequisite: Applicants must complete the online Basic Training Course prior to applying.
- Ideal candidates should have post-level leadership experience, with additional district or department-level experience preferred.

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COURSE OBJECTIVES & TOPICS

NALC provides instruction through classroom lectures, interactive small groups, and team-building exercises. Topics include:

- ✓ Servant leadership as the foundation for mentoring and guiding volunteers
- ✓ Effective written and verbal communication for leadership and organizational success
- ✓ Critical thinking & problem-solving through a servant leadership approach
- ✓ Team collaboration focused on goal setting, achievement, and empowering others
- ✓ Understanding personality types to lead and serve effectively in personnel management
- ✓ Building strong networks to foster mentorship and collaboration beyond the department level
- ✓ Developing and supporting training programs at the post, district, or department level
- ✓ Parliamentary procedures for effective meeting management and servant-led decision-making

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COURSE MATERIALS

All necessary materials will be provided before and during the course. While a personal laptop or tablet is encouraged, it is not required.

GRADING PLAN & RULES OF CONDUCT

- The course is pass/fail. No formal ranking system is maintained.
- Completion of the program is required for graduation and certification.
- Students must arrive on time daily and conduct themselves professionally.
- Serious behavioral issues are the only grounds for expulsion.

SUGGESTIONS FOR SUCCESS

- Expect an intellectually and personally challenging experience.
- Be prepared to defend your ideas with skill and passion, while respecting differing perspectives.
- Leadership in a collaborative team environment is key to maximizing learning.

POINT OF CONTACT

Contact NALC Dean Mike Rohan and cc NALC Coordinator Erin Bossen:

- NALC Dean: Mike Rohan | ✉ mdnrohan@gmail.com
- NALC Coordinator: Erin Bossen | ✉ ebossen@legion.org

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APPLICATION INSTRUCTIONS

⚠ Follow these instructions carefully! Incomplete applications may be disqualified.

SECTION 1: CONTACT INFORMATION

✦ Provide full name, mailing address, email, phone number, and emergency contact details.

First Name: _____

Membership ID: _____

Last Name: _____

Phone Number: _____

Preferred Name: _____

Email: _____

Mailing Address:

Emergency Contact Information:

First Name: _____

Last Name: _____

Phone: _____

Address: _____

Alternate Emergency Contact Information

First Name: _____

Last Name: _____

Phone: _____

Address: _____

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SECTION 2: MILITARY & AMERICAN LEGION SERVICE (25% OF TOTAL SCORE)

📌 To be completed by applicant

1. Military Service: List service era(s), branch(es), and years served.
2. Legion Membership: Provide post number, department, membership ID, and years of continuous membership (min. 3 years).
3. Basic Training Completion Date (Attach certificate; ALEI certificates before Sept. 2017 will not be accepted).
4. Highest Elected Position Held (Include level: post, district, department, etc.).
5. Highest Appointed Position Held (Include level: post, district, department, etc.).
6. Most Significant Leadership Accomplishment (250 words max).

SECTION 2: MILITARY & AMERICAN LEGION SERVICE
(25% OF TOTAL SCORE)

 To be completed by applicant

Specify your active military service era(s) and Years Served:

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

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

Branch: _____ Years Served: _____

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American Legion Post #: _____ Department: _____

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

Date Completed American Legion Basic Training:

I've included a copy of my certificate with the application.

Note: Basic Training certificate prior to September 2017 will not be accepted.

List the highest elected position you have held or currently hold and at what level.
(i.e.: post, commander)

List the highest appointed position you have held or currently hold and at what level.
(i.e.: department, adjutant)

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SECTION 3: EDUCATION & CAREER INFORMATION (30% OF TOTAL SCORE)

📌 To be completed by applicant

1. Education Level (High School, Trade Certificate, Associate, Bachelor's, Master's, etc.).
2. Employment Level (Employee, Supervisor, Management, Senior Management, Owner).
3. Describe a notable leadership experience (250 words max).

SECTION 3: EDUCATION & CAREER INFORMATION
(30% OF TOTAL SCORE)

✦ To be completed by applicant

Educational Background (Check the highest level accomplished)

- | | |
|--|--|
| <input type="checkbox"/> High School Diploma/GED | <input type="checkbox"/> Technical/Trade Certificate |
| <input type="checkbox"/> Some College ____ hr | <input type="checkbox"/> Associate Degree |
| <input type="checkbox"/> Bachelor Degree | <input type="checkbox"/> Graduate Degree |
| <input type="checkbox"/> Masters Degree | <input type="checkbox"/> Doctorate Degree |

Field of study:

Professional Background – See page 1, Section III of Application Instructions

- Employee Supervisor Management Senior Management Owner

Describe a significant leadership experience you have had. You may choose either a positive or challenging situation. Clearly explain what happened, the role you played, and the outcome. Describe how this experience impacted you and others. If the situation was challenging, explain how you would have improved or handled it differently. (250 words max – 30% of total score).

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SECTION 4: ESSAY (45% OF TOTAL SCORE)

- ✂️ To be completed by applicant
- ✂️ Typed directly into the application.

Write a 500 to 1,000-word essay explaining why you should be selected for NALC.

1. How will your department best use your talents and knowledge?
2. How will you apply servant leadership to grow your post and community?
3. What do you hope to gain from NALC?
4. How will you apply this knowledge post-graduation?
5. What will your department gain from your attendance?
6. What is your personal career path, and how does it align with The American Legion's goals?

✍️ Grammar, punctuation, and spelling are critical!

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APPLICATION INSTRUCTIONS


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SECTION 5: ACCOMMODATIONS & TRAVEL

- ✦ To be completed by applicant
- ✦ Lodging and airfare will be arranged and covered by National HQ.

List any special accommodations needed.

SECTION 5: ACCOMMODATIONS & TRAVEL

 To be completed by applicant

Student 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.

 Lodging and airfare will be arranged and covered by National HQ.

List any special accommodations needed.

Examples may include:

- Wheelchair-accessible lodging or seating
- Hearing or visual assistance (e.g., captioning, large-print materials)
- Dietary restrictions (e.g., food allergies, vegetarian/halal/kosher meals)
- Mobility support (e.g., elevator access, proximity to meeting rooms)
- Additional breaks or flexible scheduling for medical reasons
- Assistance with written materials or note-taking support

If no accommodations are needed, enter "N/A."

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SECTION 6: DEPARTMENT RECOMMENDATION

✦ To be completed by the Department Adjutant, Commander, or designee.

1. Validate why this applicant is a strong investment for the department and national leadership.
2. Identify the servant leadership attributes demonstrated by the candidate and how they align with The American Legion's mission.
3. Assess the candidate's potential five-year trajectory in The American Legion.
4. Confirm that the candidate was interviewed and understands the purpose & expectations of NALC.

SECTION 6: DEPARTMENT RECOMMENDATION

 To be completed by the Department Adjutant, Commander, or designee.

Confirm that the candidate was interviewed and understands the purpose & expectations of NALC.

Check if the applicant meets all qualifications:

- Current member in good standing for at least 3 years
- Demonstrates leadership potential
- Capable of developing/facilitating training
- Completed American Legion Basic Training and certificate with application

APPLICATION INSTRUCTIONS

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SECTION 7: FINAL STEPS

📌 To be completed by the applicant, Department Adjutant, Commander, or designee.

DEPARTMENT RECOMMENDATION

✅ Check one:

RECOMMENDED (Applicant is eligible and will be funded if selected.)

NOT RECOMMENDED (Applicant is not ready at this time.)

DEPARTMENT COST

\$ Each student's department will be billed \$800 upon the start of the course.

REQUIRED SIGNATURES (BLACK FONT OR INK ONLY)

✍️ APPLICANT

✍️ DEPARTMENT COMMANDER

✍️ DEPARTMENT ADJUTANT

FINAL NOTES

✍️ Ensure your application is complete and reviewed before submission!

📅 Deadline: July 31, 2025

✉️ Email completed applications to: ia@legion.org

🔍 More Information: www.legion.org/college

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