

Submission Deadline to National Headquarters by Department Headquarters is JULY 31st

DEPARTMENT ONLY – email to ia@legion.org

GENERAL OVERVIEW

Course Description – This course explores the principles and practices of servant leadership within The American Legion, a nonprofit membership organization dedicated to veterans, their families, and community service. Participants will learn how to lead with empathy, integrity, and purpose while fostering collaboration and empowerment within their posts, counties, and districts. Through a combination of readings, discussions, and practical applications, this course equips members to embody servant leadership in advancing The American Legion’s mission.

Course Structure & Topics – In-person workshops, facilitated simulations, small-group projects, peer mentoring and digital follow-ups, focused on five core departments, i.e., Foundations of Leadership & Strategic Management (LSM), Membership Team Development (MTD), Advocacy & Public Engagement (APE), Program & Financial Leadership (PFL), and Servant Leadership & Collaborative Practices (SLC).

Course Objectives – National American Legion College provides a blend of classroom instruction, including lectures and practical applications, focusing on leadership, management, and the mission of the American Legion.

Course Materials, Grading Plan & Rules of Conduct – All necessary materials will be provided before and during the course. While a personal laptop or tablet is strongly encouraged, it is not required. Completion of the weeklong course is required for graduation and certification. Students must arrive on time daily and conduct themselves professionally. Serious behavioral issues are grounds for expulsion.

APPLICATION INSTRUCTIONS

Please complete all sections of the application carefully and be sure to sign it before submitting. The application should be filled out using black ink or black font only.

Once completed, please send the application to your Department Headquarters, rather than National Headquarters. This allows the department to confirm that the application has been properly reviewed and signed by all required parties before forwarding it.

Please note that National Headquarters can accept a maximum of two applicants per department.

Section I – Applicant Contact Information & Special Travel Accommodations

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

Section III – Applicant Education & Career Information (30% of total score)

Section IV – Essay ~ Write a 500-1,000-word essay explaining why you should be selected for NALC. (45% of total score)

Section V – Department Recommendation ~ **MUST** be completed by the department headquarters, commander, adjutant, or designee.

SECTION I – CONTACT INFORMATION & SPECIAL TRAVEL ACCOMMODATIONS

First Name: _____ Last Name: _____ Member ID: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone #: _____ Email: _____

Emergency Contact: Name: _____ Phone #: _____ Relationship: _____

Special Accommodations: Yes _____ No _____
(For Example: Handicap Room, Wheelchair Accessibility, Service Animal, Hearing/Vision Assistance)

Signature: _____ Date: _____

SECTION II – MILITARY & AMERICAN LEGION SERVICE

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: _____ Branch: _____ Years Served: _____

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Department: _____ Legion Post #: _____ Year Joined: _____
(You **MUST** have a minimum of 3 continuous membership years)

Date Completed American Legion Basic Training: _____

(You **MUST** include a copy of your certificate with the application – Basic Training certificates prior to September 2017 will not be accepted.)

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

Position: _____ Level: _____

Tell us about your most significant accomplishment under your leadership as a leader in The American Legion. (250 words max – you may use a separate sheet of paper labeled with your name, member id and Section 2: Military & American Legion Service if additional space is needed.)

SECTION III – EDUCATION & CAREER INFORMATION

Education Background (Check the highest level accomplished):

High School Diploma/GED

Technical/Trade Certificate

Some College ___hr

Associate Degree

Bachelor Degree

Graduate Degree

Masters Degree

Doctorate Degree

Field(s) of study: _____

Professional Background: Employee Supervisor Management Sr. 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 – you may use a separate sheet of paper labeled with your name, member id and Section 3: Education & Career Information if additional space is needed.)*

SECTION IV – ESSAY Write a 500-to-1,000-word essay explaining why you should be selected. Grammar, punctuation, and spelling are critical.

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 goals?

SECTION V – DEPARTMENT RECOMMENDATION

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 and expectations of NALC.

Check if the applicant meets all qualifications:

Current member in good standing for at least 3 consecutive years

Demonstrates leadership potential

Capable of developing/facilitating training

Completed American Legion Basic Training and certificate is included with application

Application is completed correctly and accurately by applicant

Submitted by July 31st Deadline

Department Recommendation: *Recommend Not Recommended
(*By selecting recommended each student’s department will be billed \$800 for the weeklong course)

Department Approval - Department signature is required prior to submission to national.

Printed Name: _____ Title: _____

Signature: _____ Date: _____