

# Department of Arizona American Legion College

## Official Application

**Registration** will be on the Friday the first day of classes from 9 am to 10:00 am.

Class Times: Friday 10:00 am - 8:30 pm. (Dinner 5:00 pm - 6:00 pm)  
Saturday: 8:30 am - 8:00 pm. (Dinner 5:00 pm - 6:00 pm)  
Sunday: 8:00 am - 10:45 am (Graduation Ceremonies 11:15 am)



**Our Mission:** The Department of Arizona American Legion College was established to enhance the knowledge and appreciation of The American Legion and teaches the core values and contributions of the organization; American Legion Riders, American Legion Auxiliary, Sons of The American Legion and many subordinate programs. The Arizona Legion College will prepare Legionnaires for leadership positions in posts, districts and departments through education, development, and motivation. The curriculum challenges student leaders to think critically and creatively about issues confronting the American Legion.

The curriculum centers on instruction by graduate facilitators, Department and National officers. Students review The American Legion's core values, develop new ideas and consider the future. The emphasis of the curriculum is on programs, management techniques and leadership skills necessary to increase the visibility of programs, growth in membership, and public awareness of the Legion and its post organizations.

Throughout the course, students will learn the basics of developing communication strategies to promote American Legion Family programs, combined with the breakouts and hands-on exercises. Topics include public outreach, media relations, membership recruitment and retention, mylegion.org, Post / District revitalization and "Reconnect" with today's active-duty and reserve personnel, schools and community relations.

**DEADLINE FOR SUBMISSION:** Mail with student's essay to: Department HQ, 4701 N. 19th Ave Suite 200, Phoenix AZ, 85015-3789 or fax to (602) 264-0029 or email to: [hdqtrs@azlegion.org](mailto:hdqtrs@azlegion.org) no later than 2 weeks prior to start of college



# Department of Arizona American Legion College

## Application Completion Instructions

Please ensure your name and membership number are on all pages

**Section I** – Fill this section out in its entirety. We need complete information.

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

- Branch of Service – provide only one.
- Fill in Post/Unit/ Detachment membership ID number.
- Include everything accomplished in your service at the post, district, county, and department levels. If more space is needed use the blank pages provided at the end of the application. Include offices campaigned for prior to applying for the Department of Arizona American Legion College, even if not elected to that office. (Point values are assigned for what an individual has accomplished in The American Legion.)
- Note the dates you completed the **online** version of The American Legion Extension Institute course and include your certificate of completion. The latest Basic Training, after 2018, is version to use.

**Section III** – Education and Career Information (10% 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.

**Section IV** – Typed Essay (15% of Total Score)

- Must be typed (using the provided fillable pdf) into the space provided with the application. Why do you want to attend the college and what you intend to do with the information you receive once you graduate and return to your Post/Unit/Detachment? This essay counts towards of your total score, therefore, it's an important component of you being selected to attend. So, in a few paragraphs let us know how your attending the AALC will positively impact our organization at the post, district, and department levels.

**Section V** – Lodging and Accommodation Information

- Sign and date application.

**Section VI** – Post/Unit/Detachment District Recommendation (50% of Total Score)

- Post/Unit/Detachment/District Recommendation. You are asked to validate why there is value in this candidate; why this applicate is worth the time and money spent by your post/unit/detachment or district to attend the leadership course.
- **Post/Unit/Detachment/Districts are encouraged to candidly assess where the candidate could potentially be operating within their respective department in one and five years.**
- **Post Adjutant/Commander, or the appropriate Post/Unit/Detachment /District representative must sign the application before forwarding to Headquarters for consideration.**



# Arizona American Legion College Student Application

## Section One - Personal Information

Last Name \_\_\_\_\_ First \_\_\_\_\_ MI \_\_\_\_\_

Mailing Address \_\_\_\_\_  
(City) \_\_\_\_\_ (State) \_\_\_\_\_ (Zip) \_\_\_\_\_

Cell Phone \_\_\_\_\_ Home Phone \_\_\_\_\_ Bus Phone \_\_\_\_\_

Email Address \_\_\_\_\_

## Section Two -- Military and American Legion Service

Branch of Service: \_\_\_\_\_

Year Joined Legion: \_\_\_\_\_

Candidate must be a member in Good Standing, Max class size 30 seats.

- |  |                         |
|--|-------------------------|
| <input type="checkbox"/> Vietnam (February 28, 1961 - May 7, 1975)             | Dates of Service: _____ |
| <input type="checkbox"/> Lebanon/ Grenada (August 24, 1982 – July 31, 1984)    | Dates of Service: _____ |
| <input type="checkbox"/> Panama (December 20, 1989 – January 31, 1990)         | Dates of Service: _____ |
| <input type="checkbox"/> Gulf War/War on Terrorism (August 2, 1990 to present) | Dates of Service: _____ |
| <input type="checkbox"/> Other Conflicts                                       | Dates of Service: _____ |
| <input type="checkbox"/> Global War on Terror                                  | Dates of Service: _____ |
| <input type="checkbox"/> Other (Sons of the American Legion)                   | Year Joined SAL: _____  |
| <input type="checkbox"/> Other (American Legion Auxiliary)                     | Year Joined AUX: _____  |

\*A candidate from "other" AUX, SAL, will be considered based upon the Unit / Detachment successful submission of a candidate. AUX, SAL Candidates limited by the availability of seats. Priority will be given to Legionnaires.

American Legion Post \_\_\_\_\_ Department Membership ID \_\_\_\_\_

Detachment or Unit # \_\_\_\_\_

Highest position held at post/district/department levels to include years, along with any Committee/Chair positions. Include offices you have been running for prior to attending Legion College.

Date completed **online, later than 2018** version of The American Legion Extension Institute (Legion Only) Include copy of completion certificate.

Month \_\_\_\_\_ Year \_\_\_\_\_

## Section Three - Education and Career Information

Educational Background (Check highest level achieved)

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> High School Diploma | <input type="checkbox"/> Technical/Trade Degree | <input type="checkbox"/> Some College        |
| <input type="checkbox"/> Associate Degree    | <input type="checkbox"/> Bachelor's Degree      | <input type="checkbox"/> Postgraduate Degree |

Last Name: \_\_\_\_\_ First: \_\_\_\_\_ Membership ID: \_\_\_\_\_

***Section Three – Education and Career Information (continued)***

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 Four – Typed essay (Requirement. Use the fillable blank forms found on pages 4 & 5 of this application)***

***ALC Selection Committee Letter***

The Selection Committee will review applications and make the final selection. In a few paragraphs, tell them why you want to attend the Dept. of Arizona American Legion College and how you would apply the knowledge you acquired along with your future goals 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 pdf provided on page 3.

***Section Five – Lodging and Accommodation Information***

Students will stay at an area hotel. Lodging is available at the student's expense. Each student is responsible for charges such as phone calls, internet service or room service during the college. All telephone calls, including local or toll-free calls, may have access fees and will be charged to the student's account. Any outstanding charges must be cleared at checkout with the hotel.

Check if you require special accommodations at the host hotel, such as handicap accessibility or special dietary needs (please list on a separate page what those restrictions or special needs might be).

*I have read the prerequisite requirements and desire to attend The Department of Arizona American Legion College.*

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Last Name: \_\_\_\_\_ First: \_\_\_\_\_ Membership ID: \_\_\_\_\_

**Section Six – Department Selection Committee Recommendation (at least one signature required)**

1. Please validate why this candidate is worth the time and money, spent by department/district/post /unit/detachment to attend the leadership course.

3. What might this candidate be doing for The American Legion

Family in: One year:

Five years:

Recommendation (check one):

This Post/District/Unit/Detachment RECOMMENDS this applicant for selection for the Department of Arizona American Legion College. The applicant meets the eligibility requirements and if selected **will be funded** for attendance at the next Department of Arizona American Legion College.

This Post/District/Unit/Detachment DOES NOT RECOMMEND this applicant for selection for the Department of Arizona American Legion College at this time.

\_\_\_\_\_  
Selection Committee Member

(or/and)  
signature(s) required

\_\_\_\_\_  
Post/ District Adjutant/Commander

Department of Arizona

Date: \_\_\_\_\_

Candidate must meet the following qualifications: Vietnam, Lebanon/Grenada, Panama, and/or Gulf War/War on Terrorism era veteran and paid up member in good standing of The American Legion Family, demonstrated leadership potential and successful completion of *The American Legion Extension Institute on line version (For Legionnaires only)*. The student's tuition of \$50.00 will be billed to the respective Post/District/Unit/Detachment before the class begins in September. All entities are encouraged to nominate all qualified applicants but will be expected to provide funding for all students they recommend and are subsequently selected for attendance.

A candidate from SAL/AUX may be considered based upon the post's successful submission of a candidate in good standing. The number of candidates from SAL/AUX may be limited by availability of seats. Priority will be given to Legionnaires.

**FOR DEPARTMENT USE:** Submit with student's essay

Last Name: \_\_\_\_\_ First: \_\_\_\_\_ Membership ID# \_\_\_\_\_

**FOR DEPARTMENT USE:** Submit with student's application

**This institution does not discriminate with regard to race, color, religion, sex or national origin.**  
Mail with student's essay to: Department HQ, 4701 N. 19th Ave Suite 200, Phoenix AZ, 85015-3789 or  
fax to (602) 264-0029 or email to: [hdqtrs@azlegion.org](mailto:hdqtrs@azlegion.org) no later than 2 weeks prior to start of college