

The Department Legion College of Washington



August 2-4, 2019

Austin-Rees-Wheeler Post 8

1101 N.Craig Ave

Ellensburg, WA 98926



Registration Fee \$25.00

Please Print

Last Name _____ First _____ MI: _____
Address _____ Phone _____
City _____ State _____ Zip _____
Email _____ Membership ID # _____
Branch of Service _____ Years in Legion _____
Active duty service era _____ District # _____
Post / Squadron (circle one) # _____
Offices held in the Legion? _____

What do you expect from Dept. Legion College? _____

What do you want to learn about the American Legion? _____

What do you need to learn about Posts. District or Programs? _____

When did you completed The American Legion Extension Course? Date _____

Mail your application and your Registration Fee of \$25

Mail to: The American Legion, Dept. Legion College, PO Box 3917, Lacey, WA 98509-3917

Date _____

Signature Legion College Candidate

Friday - Legion Knowledge (determine available beverages, snacks)

Noon – 2:00 pm Registration & Sign-in

- **Welcome/Introductions**
- **Weekend expectations**, share challenges – create easel chart lists
- **TAL History video**

****BREAK****

- **4 Pillars and history**, how the orgs work together and how they are *supposed* to work together, Legion hierarchy – Post to National
- **Legion mentoring**
- **Debrief**, questions and explain training plan for Saturday

Dinner on your own

SATURDAY Breakfast at the Hotel or on the way

- **8:00 am morning kickoff**—Some game to get to know each other.
 - **“Define leadership”** Communication and motivating team members, internal and external communication, newspaper, business cards, agendas and minutes.
- *** Break ***
- **Knowing and Using your resources**
 - **Post operations:** Post officer roles & responsibilities, job descriptions, accountability, Post committees, District roles? Annual calendar tips (when to promote programs, program deadlines, quarterly projection, and physical or online, group planning?)

12:00 – 1:00 LUNCH, at the Legion Post

- **Post Meeting** set up by
- **Effective Meeting**, parliamentary procedure, agendas and minutes, leadership styles, design a welcoming culture

****Break****

- **Bylaws & Standing rules**, Post, District, Department, National. Get good bylaws from the Post or District.
- **Protocol** (Clarify that it needs to be adaptable, Legion ritual/tradition, meeting setup, greeting and announcing visitors, Legion manual, order of precedence, cell phones off)

5:30 - 6:30 DINNER at the Legion Post

- **Programs:** National program expectations and local opportunities (Americanism programs, other youth programs, new ideas?)
 - **Debrief,** questions and explain training plan for Sunday
-

SUNDAY Breakfast at the Hotel or on the way

- **8:00 am morning kickoff**—Some game to get to know each other.
- **Practical exercises:** (each cadre check in occasionally for help facilitating and learning)
“Leading a challenging meeting” scenario (skills: communication, leadership, conflicting personalities, parliamentary procedure).
- **“Mentoring plan”** (skills: leadership, planning, communication and contact, accountability)
- **Membership Chairman:** This year membership program
- **Wrap-up:** My commitment to Department Leadership, debrief, revisit initial list of challenges and expectations from Friday, final Q&A, course feedback survey.
- Department Voucher filled out (just Call-in’s)
- Certificates, awards & photos

Subject to Change!!!