

# Syllabus

## The American Legion College of New York

***Prerequisite:*** Be a current member of the American Legion (or Sons of the American Legion)

***Purpose:*** To become a better member and Officer

***College Goals:*** To provide students with the knowledge needed to be more actively involved with the operation of their post/squadron.

***Method of Instruction:*** Lectures (some with Power Point presentations) and discussions.

***Attendance:*** There is a maximum of 100 students divided into ten groups of ten. Each student must attend all classes in order to graduate and receive a certificate of completion.

***Class Requirements:*** Each student must attend all classes with his/her assigned group. Each group will be given an American Legion Post problem to solve collectively and present the solution(s) to the entire college.

## **Class: Leadership**

- Leadership – the principles
- Leadership vs. management
- Qualities of a leader
- Communications – What you say and how you say it
- Becoming Team-minded
- Implementation of management through leadership abilities

## **Class: Americanism / Children and Youth**

- What posts do for children
- What posts do for the community
- Encourage students to gather ideas they may want to try
- Discuss children and youth programs and how the post can temporarily give financial assistance to the programs
- Discuss American Legion programs; i.e. Junior Shooting, Boys State and the Oratorical Contest

## **Class: mylegion.org**

- Membership Tools
- Post Tools
- Manuals
- Officer Form

## **Class: Legislation**

- Why legislative issues/concerns are important to the American Legion
- Available information sources for legislation
- Developing a working relationship with your elected officials
- Description of the ‘Get Out The Vote’ program
- How to write an American Legion resolution

## **Class: Const. and Bylaws**

- Outline of why class information is important to your post, county and district.
- Interactive class with examples of formulating the Constitution and Bylaws.
- References for creating or amending the foundation and rules of each level of the Legion.
- Information on allowing your post to keep its autonomy while maintaining the foundation of the largest veteran's organization.
- Methods for keeping your post updated and attractive to our newest veterans while keeping the traditions that have made the Legion successful locally, regionally and nationally.

## **Class: Duties of Post Officers**

- Be a better communicator
- Establishing Goals
- How to conduct a meeting
- Communicating with the media and general public
- Problem solving

## **Class: Post Adjutant**

- Introduction to the general duties of a post adjutant as the primary post administrative and personnel officer.
- Importance of position and the dedicated manual
- How post adjutant duties may vary
- Importance of the adjutant to the post
- Comparison of the adjutant to the First Sergeant

## **Class: Service Officer**

- General Duties of a post service officer
- Veteran's benefits, survivor benefits, NYS benefits
- Monetary benefits
- Education and training benefits
- Health care benefits
- Burial benefits

## **Class: Media Relations**

- A general outline of how to construct a post history book and the place to obtain required supplies, information and hints.
- General instructions for constructing, editing, printing and costs related to the distribution of a post newsletter.
- Utilizing public relations techniques to enhance your post image and reputation in your community.

## **Class: Membership**

- Examples of how best to attract new members.
- Retention of current membership
- The advantages and benefits of belonging to the American Legion.