

DEPARTMENT OF VIRGINIA LEADERSHIP COLLEGE



BACK TO SCHOOL

**SHERATON RICHMOND WEST
RICHMOND, VIRGINIA**

AUGUST 8 - 10, 2008

The Goal

To ensure attendees receive the mentoring and training necessary to return to their Posts, Units and Detachments with the knowledge and enthusiasm to promote and develop American Legion Family Programs.

Our aim is to prepare attendees to easily answer questions about the American Legion Family and to have a good understanding of who is eligible, who we serve and why our organization exists.

Who Should Attend

- All new members of the American Legion, American Legion Auxiliary, and Sons of the American Legion.
- All new Post/Unit/Squadron and District Officers and Committee Chairman.
- Any American Legion Family member interested in the current changes and updates in our programs.
- Any American Legion Family member who has never attended the Leadership College.

Early Session

Come early and attend the updated Parliamentary Procedures class that will begin at 1:30 pm on Friday, August 8, 2008. We have a second session covering Protocol using a mock meeting beginning at 3:00 pm.

Opening Session

Opening session will begin at 7:00 pm on Friday, August 8, 2008.

Agenda

The agenda will be finalized and made available at or before the Department Convention.

If you have additional questions, please contact John Kokernak at jkokernak@aol.com or by mail at PO Box 400, Linden, VA., 22642.

Department of Virginia Leadership College

Sheraton Richmond West Hotel, Richmond, VA.

August 8 - 10, 2008

Registration Form

One registration form per individual please.

Name: _____

Address: _____

City, State, and Zip Code: _____

Phone: (Home) _____ (Work) _____

Email Address: _____

Organization: Legion _____ Auxiliary _____ SAL _____ Post/Unit/Squadron Number: _____

Registration Fee \$50.00

(includes Saturday breakfast, lunch, and dinner for this attendee only)

Registration fee (Check only) must be submitted with completed form. Make checks payable to THE AMERICAN LEGION, DEPARTMENT OF VIRGINIA.

Mail completed form and check to:

The American Legion
Department of Virginia
Attn: Leadership College
1708 Commonwealth Ave.
Richmond, VA 23230

Registration Form and Fee must be received at Department Headquarters no later than **14 July 2008**.

Lodging

Lodging will be at the Sheraton Richmond West Hotel, 6624 West Broad Street, Richmond, Virginia, 23230. Phone number for reservations is (800) 325-3535 or (804) 285-2000.

Each College attendee is responsible for making his/her own hotel reservations. **Reservations must be made no later than 14 July 2008**. When making your reservations, be sure to identify yourself as part of The American Legion Leadership College Group. The hotel rate is \$85.00 per night, single/double, per room, plus tax. (\$96.05) per night with tax.

All lodging reservations and special lodging requests must be arranged with the hotel by each attendee.



SHERATON RICHMOND WEST
Host Hotel For
American Legion
Leadership College 2008

We are excited to be host hotel for the attendees of the American Legion Leadership College 2008 and are pleased to extend special rates and services to you as you visit the Greater Richmond area.

Mention American Legion, Department of Virginia for the Legion Rate.

Event Dates: August 8-10, 2008

Location: 6624 West Broad Street
Richmond, VA 23230

Reservations need to be made by:
July 14, 2008

Room Rate: \$85.00 + tax
Single/Double Occupancy

ADDITIONAL AMENITIES

- On-site spa quality fitness center
- 24 Hour Business Center
- On-site restaurant & lounge (Shula's 2)
- Day Cleaning/Laundry
- Rooms equipped with built-in hair dryer, coffee maker, ironing board and iron
- High Speed Wireless Internet (Charge)
- Indoor & Outdoor Swimming Pools

For Reservations Call
804-285-2000
Or
800-325-3535

From North

Take I-95 South to Interstate 64 West (Exit 79). Do not take the Interstate 295 bypass. Take the Broad Street East Exit (Exit 183B). Turn left at the first traffic light into the Brookfield Complex.

From West

Follow I-64 East. Take the Broad Street Road East Exit. Turn left at the first traffic light into the Brookfield Complex.

From East

Take Interstate 64 West to I-95 North. Proceed to the Charlottesville/I-64 Exit (Exit 79). Continue to the Broad Street East Exit (Exit 183B). Turn left at the first traffic light into the Brookfield Complex.

From South

Take I-95 North to I-64 West (Exit 79). Do not take the Interstate 295 bypass. Take the Broad Street East Exit (Exit 183B). Turn left at the first traffic light into the Brookfield Complex.