

**2018 AMERICAN LEGION LEADERSHIP COLLEGE - SERVICE OFFICERS' SCHOOL**

Dear Legionnaire \_\_\_\_\_,

You have been selected to attend the Service Officers' School of the American Legion Leadership College to be held at the National Guard Training Center in Sea Girt, NJ during the period of March 16 – 18, 2018. A map and facility locator is enclosed for your reference.

The registration desk will be open between **4:00** and **7:00 PM** on **March 16, 2018** in Building #11 for all students.

Resident students will be furnished their barrack assignment and linen at registration & certain course materials will also be distributed at that time. Dinner will be served to all students on this evening between the hours of 5:00 and 7:00 PM in Building #11. Your Opening Session begins this evening at 7:00 PM in Building #26 and **YOU ARE REQUESTED TO COME DRESSED BUSINESS CASUAL (Polo Shirts and Slacks)** while in Class.

If the statement at the bottom of this letter is checked, you are registered as a Commuter student. As such, you will not be assigned to a barracks, but you will be entitled to partake of all meals served during the weekend.

Resident students will be supplied with linens, which will include a blanket and sheets. Any additional bedding including pillows will need to be supplied by the student. Resident students should bring such personal items as soap, towels, shaving gear, shower shoes, etc. Lockers will be provided for your use, but be advised that they **CANNOT BE LOCKED**, so please do not carry any unnecessary valuables. Please be reminded that there is **NO SMOKING IN THE BARRACKS OR CLASSROOM BUILDINGS**. You are also reminded that **QUIET HOURS** are in effect at **11:00 PM** and barracks noise will be held to a minimum during sleeping hours. **PLEASE BE SURE TO BRING A PHOTO ID, AS THIS WILL BE REQUIRED BY BASE SECURITY.**

If your family needs to contact you in an emergency during the weekend they may call the on-duty Security Officer at 732-974-5977.

REMEMBER, we are guests of the NJ National Guard and should treat their personnel and property with respect.

On behalf of Department Service Officer Ken Connors, I welcome you to the 2018 Service Officers' School and hope that you find your experience to be educational and enjoyable. If you have any questions regarding your enrollment please feel free to contact me.

For God and Country,

Vincent B. Mento, MA  
Enrollment Administrator

**IF OU REGISTERED AS A COMMUTER STUDENT IF THIS LINE IS CHECKED** \_\_\_\_