

THE AMERICAN LEGION  
DEPARTMENT OF NEW JERSEY  
135 WEST HANOVER STREET  
TRENTON, NJ 08618

DECEMBER 2015

TO: POST ADJUTANTS

## POST SERVICE OFFICERS' SCHOOL

### PHOTO ID REQUIRED – NO ADMITTANCE WITHOUT PROPER ID

The American Legion, Department of New Jersey will conduct the 40<sup>th</sup> annual Service Officers' School, in conjunction with the 60<sup>th</sup> annual American Legion Leadership College at the National Guard Training Center, Sea Girt, New Jersey on **APRIL 29, 30 & MAY 1, 2016.**

The registration fee for this course is **\$100.00** per person and is **NON-REFUNDABLE**.  
The fee includes a class folder, any materials compiled by the staff, lodging (see below), and **ALL MEALS**.

Enrollment in this course will be limited to **35** students with no more than three (3) applicants from any one Post.  
**(Reproduce application as necessary)**

Though one should be the Service Officer, anyone interested in becoming a Service Officer, Assistant Service Officer, or a member of the Post Service Committee is encouraged to attend.

The objective of the course will be to conduct a training program on basic VA laws, regulations and entitlement, with emphasis on use and proper completion of forms and applications.

STUDENT'S NAME \_\_\_\_\_ Male ( ) Female ( )  
(Last) (First) (Middle)

HOME ADDRESS \_\_\_\_\_  
(Street & No.) (City) (State & Zip Code)

HOME PHONE \_\_\_\_\_ SPONSORING POST \_\_\_\_\_ COUNTY \_\_\_\_\_

Years of Post Service Officer Experience \_\_\_\_ Previously attended Service Officer School Y ( ) When \_\_\_\_ N ( )

\_\_\_\_\_  
APPLICANT SIGN HERE

\_\_\_\_\_  
APPLICANT'S EMAIL ADDRESS

I certify that the above applicant has been a member of Post \_\_\_\_ for \_\_\_\_ years and membership is paid for 2015.  
Applicant's membership card number is \_\_\_\_ Year attended Basic Course \_\_\_\_.

\_\_\_\_\_  
POST ADJUTANT SIGN HERE

\_\_\_\_\_  
POST COMMANDER SIGN HERE

MAIL REGISTRATION FEE OF \$100.00  
AND APPLICATION TO:

THE AMERICAN LEGION, DEPT. OF NJ  
135 WEST HANOVER STREET  
TRENTON, NJ 08618

**DEADLINE FOR SUBMITTING APPLICATION IS APRIL 08, 2016.**  
**NO SUBSTITUTES WILL BE ACCEPTED AFTER APRIL 15, 2016.**

**Check one:** I desire general housing \_\_\_\_ I desire "Lights Out by 11 pm" housing \_\_\_\_

I will commute to class \_\_\_\_ ALL HOUSING IS GROUND LEVEL

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KENNETH CONNORS  
Department Service Officer

**"EDUCATION THROUGH EFFECTIVE COMMUNICATIONS"**