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# **Auxiliary Basic Concepts Certified Trainer Training Program**

# **2020 - 2021**

Florida ALA Strong!!!

Purpose: To build a team of strong American Legion Auxiliary leaders who will ensure that the work of the American Legion Auxiliary continues to grow in numbers and strength.

1. Submit a an “APPLICATION FOR CERTIFIED ABC/LEADERSHIP INSTRUCTOR” to the Department Leadership Chairman. This application should include as many completed steps as possible. It is not necessary to have completed every requirement upon initial application submission. This will be used for department tracking purposes.
2. Along with the initial application submit your American Legion Auxiliary resume (documentation of ALA offices, chairmanships held). It is strongly suggested that you at least have held a Unit President and District President position at the time of application.
3. As each step is completed, submit the updated and signed application to the Department Leadership Chairman who will update the tracking log.
4. There’s a special section for Past Department Presidents.
5. Once each requirement is completed and signed off on, the completed application is submitted to the Department Leadership Chairman for review and approval by the Department Leadership Committee.
6. The final sign off of the application will be made following review that all requirements have been satisfactorily completed. Based on feedback from certified instructors an applicant may be asked to perform additional training sessions.
7. Upon completion of verification of all steps in the application process, the Department Leadership Chairman and Department President will sign off on the application. Once approved, the new ABC/Leadership Instructor will receive a certificate and be placed on the list of ABC/Leadership Instructors.
8. Requests for an instructor for an ABC/Leadership training session must come from either the District President or District Leadership Chairman directly to the Department Leadership Chairman. The Department Leadership Chairman will assign an instructor to the session taking into account: 1. Travel time 2. Availability 3. Personal request. Every attempt will be made to rotate instructors in order that the same instructor does not visit the same area multiple times. Different instructors have different approaches.
9. Instructors will be reimbursed for their travel time based on the current year’s approved budget. Request for reimbursement should be submitted to the Department Leadership Chairman (using the department reimbursement form) who will then forward it to the Department Treasurer for processing.
10. Application process may take as long as two (2) years for completion. Beyond the two-year time frame applications may be denied for untimeliness and will be reviewed on a case by case basis.
11. Dress code is American Legion Auxiliary casual. Professionalism and Branding!!!

July 2020

Reviewed and Approved By:

Dorothy Walsh Ann King-Smith

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Dorothy Walsh, Department Chairman Ann King-Smith, Department President