

**AMERICAN LEGION AUXILIARY
DEPARTMENT OF OREGON**

REQUEST FOR DEPARTMENT PRESIDENT VISIT

Fill in the blanks. Save this completed PDF with a new name including your Unit #. If you do not see a "save" button, click "print" and there save as a PDF instead of sending it to your printer.

TODAY'S DATE _____

REQUEST FROM:

UNIT _____ **DISTRICT #** _____

VISIT REQUEST DATE #1 _____

VISIT REQUEST DATE #2 _____

EVENT TIME BEGINNING _____ **APPROXIMATE END** _____

FOR:

REGULAR MEETING _____

SPECIAL EVENT MEETING _____

If special event describe event and any other special guests that might be attending.

Will Department President be expected to:

bring greetings only? _____

make a general presentation on topics of her choice? _____

participate in a special program...such as installation, initiation, or _____?

Please submit request as early as possible to ensure timely response.

Request should be submitted to Department Headquarters via email or USPS.

DEPARTMENT HEADQUARTERS RESPONSE

VISIT DATE CONFIRMATION _____

DECLINED _____

DATE: _____

If declined please submit alternative date request.

Send via email to alaor@alaoregon.org