

**AMERICAN LEGION AUXILIARY
DEPARTMENT OF OREGON**

REQUEST FOR DEPARTMENT PRESIDENT VISIT

TODAY'S DATE _____

REQUEST FROM: Unit _____ **District** _____

VISIT REQUEST DATE #1 _____

VISIT REQUEST DATE #2 _____

EVENT TIME BEGINNING _____ **APPROXIMATE END** _____

REASON FOR VISIT:

REGULAR MEETING _____

SPECIAL EVENT MEETING _____

If special event, describe event and any other special guest 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 resubmit alternative date request.