



# LEADERSHIP SCHOOL

Department of Florida, MCL  
Mike Stewart and Tom Newton, Co-Directors



21 August 2017

To: George LaMont, DOF MCL Commandant  
CC: John Marsh, DOF MCL Adjutant; Lorelei Kaiser, DOF MCL Webmaster  
From: Michael Stewart and Tom Newton, Leadership School Directors  
Re: First Quarter Report

The following letter was mailed to all DOF Marines who had served as Leadership School Instructors on 12 August 2017 in preparation for the Fall Conference Leadership School:

“In the past, you have served as a Department of Florida Leadership School Instructor. The purpose of this memo is to ascertain if it is your desire to continue as an instructor during both the Fall and Spring conferences this year (2017-2018). If you wish to remain an instructor please complete and return one copy of this memo to Mike Stewart in the enclosed self-addressed stamped-envelope indicating the same. **If you no longer wish to continue as an instructor please indicate this and return one copy of this letter to Mike Stewart in the SASE.** Thank you in advance for completing and returning the form in a timely manner so that the Fall Leadership School Instructor cadre and agenda may be completed.

“We would also like to recognize your service as an instructor or administration assistant to the Department of Florida members. Therefore, below your indication on the form to remain or no longer remain an instructor in the Department of Florida please complete the additional form indicating the number of times you have served as a Leadership School instructor and/or administration assistant. Recognition of your service as an instructor and/or administration assistant will take place at the Spring Conference.”

Materials were generated for the Leadership School attendees as well as schedules for the conference itself. The Leadership School time table was developed and the times and the Instructors inserted as they responded to the request to be instructors once again. We worked together to cross check each other's work to ensure the materials, equipment and time lines were correct. Some scrambling was necessary as everyone contacted was not free to be an Instructor in October. Most Instructors wanted to continue with the leadership program. We kept the classes and schedule as close to previous Leadership Schools to enable a smooth transition to new Leadership Directors.

Plans for the Spring Leadership school have begun, as well as, the collection of records to recognize past Leadership School participation. The recognition will take place during the Spring Conference.

Respectfully Submitted,  
*Mike Stewart and Tom Newton,*  
Leadership School Directors  
Dept. of Florida Marine Corps League