



# THE AMERICAN LEGION

## POST TEMPORARY CHARTER GUIDELINES

- The minimum membership for the formation of a new post shall be determined by the Executive Committee of the Department whose area it lies. Please **print** all charter member names and mailing addresses legibly. *(If the names are not legible this may cause delays and the application will be returned to the state department headquarters office to follow-up)*
- If you would like to name the post after an deceased individual, a permission letter from the family to use the individuals name must be included with the charter application when submitted through the state department headquarters office *(if applicable)*. See the blank "**Auth. Ltr from Family to Name Post**" form on our website for reference by clicking this link [www.legion.org/documents/legion/pdf/Auth\\_Ltr from Family to Name Post fillable.pdf](http://www.legion.org/documents/legion/pdf/Auth_Ltr_from_Family_to_Name_Post_fillable.pdf)
- Once the temporary charter has been issued, the post name cannot be changed until the post applies for a Permanent charter. The minimum wait time to file for a permanent charter is ninety (90) days from the temporary charter date on record at national headquarters
- The new post organizer must *print* and *sign* their name and list the post address on the bottom of the first page of the charter application. The address listed will be used to setup the new post and can be changed to permanent address at a later time *(if applicable)*
- A **Post Data Report (new post only)** is a required form and must be submitted with the temporary charter application through the state department headquarters office. **(NOTE:** If this form is not received with the temporary charter application; it may cause delays in the new post being created). This form must include the total membership dues amount to join, post address (temporary or permanent) along with the dues mailing address if different than the permanent address
- The **1st Endorsement** on the second page of the temporary charter application must be filled out completely and signed and dated by the state Department Commander. *If this process is not done, the application will be returned to the state department office for completion*
- The **2nd Endorsement** on the second page of the temporary charter application is for National Headquarters Staff Use Only and will be endorsed by the National Adjutant when the charter application has been approved/processed
- The **3rd Endorsement** on the second page of the temporary charter application is "optional" and can be signed by the Department Adjutant but is not required for issuance
- To obtain the post temporary charter application, visit our website to find all current Legion/SAL charter related forms at [www.legion.org/publications/256646/legion-sal-charter-forms](http://www.legion.org/publications/256646/legion-sal-charter-forms). Once the required forms have been completed to include required attachments, submit directly to the American Legion Department state headquarters office for processing. Contact information for state offices can be found on our website at [www.legion.org/departments](http://www.legion.org/departments)
- The American Legion National Executive Committee must approve all foreign charter applications.