



THE AMERICAN LEGION POST AND SQUADRON CHARTER CANCEL OR MERGE REQUEST GUIDELINES

For Posts / Squadrons to be considered for cancellation and/or merger by the National Executive Committee; Departments must complete the charter cancellation paperwork noted below for each request:

- **POST CHARTER CANCEL REQUEST FORM AND CHECKLIST**
- **SAL CHARTER (squadron only) CANCEL REQUEST FORM**

Info: When a Post is canceled and/or merged, the SAL Squadron (if applicable) will also be canceled and/or merged by default as a Squadron cannot stand alone and must be attached to an active Post.

All current charter related forms can be located on the national website by clicking this link www.legion.org/information-center/in-the-media/publications/organization-membership-awards

Posts: To locate the American Legion Department headquarters office in your state click here www.legion.org/about/organization/departments

Charter cancellation and/or merger requests will only be considered during the below annual national meetings:

SPRING (MAY) **NATIONAL CONVENTION** (AUGUST) **FALL** (OCTOBER)

- * The Post / Squadron name and number, once canceled, cannot be re-used for 365 days after the official cancellation date is determined // approved by the NEC
- * Prior to each NEC meeting, a cut-off date will be established & sent to departments to advise when cancellation requests must be received at National Headquarters for consideration
- ** Any cancel and/or merger request received after the cut-off date will be held until the next national meeting for consideration by the National Executive Committee **

Following the conclusion of each National Executive Committee meeting, the final approved list of Post and Squadron charter cancellations/mergers will be forwarded to each American Legion Department state headquarters office