



# THE AMERICAN LEGION POST CHARTER CANCEL / MERGE REQUEST FORM

Pursuant to NEC Resolution No. 27 adopted by the National Executive Committee in regular meeting assembled in Indianapolis, Indiana, on May 4-5, 1983, this approved form must be completed by Departments and submitted to the National Executive Committee when requesting Post Charter cancellation. Action will be taken on the request for Post Charter cancellation at the next regular scheduled meeting of the National Executive Committee.

By action of the Department Executive Committee of The American Legion, Department of \_\_\_\_\_ request is hereby submitted to cancel the charter of the below listed American Legion Charter of the below listed American Legion Post.

<b>Post Name</b>	<b>Post No.</b>
<b>Post Location</b>	<b>Squadron</b> <b>YES</b> OR <b>NO</b>
<b>Highest Membership Recorded</b>	( if applicable )    ( <b>select one box</b> )
<b><u>Total Post Membership For The Last Three Years:</u></b>	
<b>YEAR</b>	<b>MEMBERSHIP</b>

**INFO:** Please leave the YEAR and MEMBERSHIP fields blank if unknown.

**INFO:** Charter Dates can be located on Personify > Subgroups > Profile Info > Demographics

<b>Temporary Charter Date</b>	{ select dates by clicking inside boxes }
<b>Permanent Charter Date</b>	(if applicable) <b>Date Format:</b> MM / DD / YYYY
<b>Supplemental Charter Date</b>	(if applicable)

**Reason Post Charter Cancellation is Requested**

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**THIS IS TO CERTIFY THAT THE ABOVE ACTION WAS TAKEN BY OUR DEPARTMENT EXECUTIVE COMMITTEE**

Department Adjutant or Commander - printed name

Department Adjutant or Commander - signature

Date

{ select date by clicking inside box }  
**Date Format:**  
MM / DD / YYYY

**NOTE:** Final approval / cancellation will be determined by The American Legion National Executive Committee. All post/squadron cancel requests must be submitted through the state American Legion Department headquarters office where membership lies. Any forms received direct will be forwarded for authorization and endorsements and could delay the request.

**\* POST CANCELLATION FORM AND CHECKLIST ARE REQUIRED FOR EACH SUBMISSION \***

**\* DUPLICATE FORMS AS NECESSARY \***



## THE AMERICAN LEGION POST CHARTER CANCEL / MERGE CHECKLIST

( One Checklist per Post is required to be submitted with Post Cancellation Form )

Area and District Post Development/Revitalization Teams are requested to take the following steps prior to forwarding a request to the DEC for a Post Charter cancellation.

**Attn Posts:** submit completed forms to state American Legion Department Headquarters office

### STEPS / ACTIONS:

**Note:** Please provide information regarding the questions, actions, or comments in the space provided. If additional space is necessary, please attach the required information to this form.

1. Determine the veteran population in the community and surrounding area of the Post.
2. Contact the remaining members and Post Officers to determine if the Post is receptive of new membership and leadership mentoring.
3. Contact Department Headquarters for a list of active and expired Headquarters Post members in the zip code of the proposed Post Charter cancellation. Use these names for contacts for membership.
4. Does the Post hold scheduled monthly meetings? If not, when was the last meeting held and what was the purpose of the meeting?
5. Determine if the Posts' Membership is aware of the request for charter cancellation.
6. Determine programs and services the Post might provide for the community and the veterans of the community.
7. Is there a school, county seat, prison, or veteran's center in the area? If yes, what programs and services has the Post provided for them? If none, was there a time when the Post did provide activities and services? Please explain:

8. Is the communities population growing or declining? How so?

9. Has the Post been made aware of the help they can receive from the Post Development / Revitalization Team?

10. Has the Post Development / Revitalization Team contacted veterans in the area and the expired and active Headquarters Post membership for their input and assistance in developing or revitalizing the Post?

11. Do they have a Post home or meeting place?

12. Does the Post have any ceremonial rifles and/or static military equipment? If so, what actions are being taken to secure the rifles?

**Team / Individual Recommendation:**

The Post Development / Revitalization Team is recommending the following action based upon their research and the communities input:

**\*\* Select one box below (required)**

Recommend cancellation of the post charter

Merge existing Post membership into Post \_\_\_\_\_

Merge the Post membership into Department Headquarters Post after NEC approval **(default)**

Please note the teams decision or plan of action by selecting the box above that applies below.

**Post Development / Revitalization Team member responsible for doing the evaluation:**

**( Select one box ) (Required)**

Department Team

Area Team

District Team

Contact Name:

Address:

(include city, state & zip)

Telephone Number:

**List Team Members & Phone numbers:**

We certify that the actions above have been completed:

**ATTEST:**

Department Commander - signature

Department Adjutant - signature

Date

Date

{ select dates by clicking inside boxes / Format: MM / DD / YYYY }