



# THE AMERICAN LEGION

## GUIDELINES FOR ISSUANCE OF A SONS OF THE AMERICAN LEGION SQUADRON CHARTER



- The minimum membership for the formation of a Squadron of the Sons of The American Legion shall be determined by the Executive Committee of the Department in 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*)
- The Squadron Charter Application **must** reflect the same name and location of the post. The organizer of the squadron must *print* and *sign* their name and list the squadron address on the bottom of the first page of the charter application.
- The new squadron organizer must print and sign their name and list the post address on the bottom of the first page of the charter application. (**NOTE:** This address listed should mirror the posts address )
- A **Squadron Data Report (SDR) "new squadron only"** is a required form and must be submitted with the squadron charter application through the state department headquarters office. (**NOTE:** If this form is not received with the squadron charter application; it may cause delays in the new squadron being created). This form must include the total membership dues amount to join, squadron 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 squadron charter application must be filled out completely, then signed and dated by the Post Commander. *If this process is not done, the application will be returned to the state department headquarters office for completion*
- The **2nd Endorsement** on the second page of the squadron charter application must be filled out completely, then signed and dated by the state Department Commander. *If this process is not done, the application will be returned to the state department headquarters office for completion*
- The **3rd Endorsement** on the second page of the squadron 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 **4th Endorsement** on the second page of the squadron charter application is "optional" and not required for issuance of the new squadron charter
- To obtain the squadron 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 application is complete, submit directly to the state American Legion Department headquarters office for processing. Contact information for the state offices can be found on our website at [www.legion.org/departments](http://www.legion.org/departments)
- If the Legion Post charter changes their name and/or location the Squadron will automatically be changed. The Squadron name or location cannot be changed on its own