THE AMERICAN LEGION
GUIDELINES FOR POST / SQUADRON
CHARTER CANCELLATIONS

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

- POST CHARTER CANCELLATION FORM
- POST CHARTER CANCELLATION CHECK LIST
- SAL “SQUADRON ONLY” CANCELLATION FORM  *(CHECK LIST NOT REQUIRED)*

**Note:** When a Post is cancelled, the SAL Squadron *(if applicable)* will also be cancelled by default as a squadron cannot stand alone and must be attached to an active post.

All current American Legion Post & Sons of The American Legion Squadron charter forms are on our website at [www.legion.org/publications/256646/legion-sal-charter-forms](http://www.legion.org/publications/256646/legion-sal-charter-forms)

**Posts:** Your department state headquarters office contact information can be found on our website at [www.legion.org/departments](http://www.legion.org/departments)

**Charter cancellation requests will only be considered during the below National Meetings:**

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

* The Post / Squadron name and number, once cancelled, cannot be re-used for 365 days after the official cancellation date 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 HQ for consideration

**NOTE:** If the charter cancellation paperwork is not filled out completely to include appropriate signatures, all forms will be returned to the Department.

{ Any cancellation request received after the cut-off date will be held until the next national meeting }

FOLLOWING THE CONCLUSION OF EACH NATIONAL EXECUTIVE COMMITTEE MEETING, THE FINAL APPROVED LIST OF POST / SQUADRON CHARTER CANCELLATIONS WILL BE FORWARDED TO EACH DEPARTMENT HEADQUARTERS OFFICE

REVISED: MAY / 2023