

GUIDELINES FOR POST AND SQUADRON CHARTER CANCELLATION OR MERGER REQUESTS

To request cancellation or merger consideration by the National Executive Committee for Posts/Squadrons, Departments must complete the required charter cancellation paperwork outlined below for each request. Click here to view the cancellation/merger guidelines: www.legion.org/getmedia/532f23ec-a5ff-44db-b75c-5cb27305b8f5/post-and-squadron-charter-cancel-or-merge-guidelines

- **POST CHARTER CANCEL / MERGE FORM AND CHECKLIST**
- **SAL CHARTER (SQUADRON ONLY) CANCEL FORM**

Note: When a Post is cancelled or merged, any associated SAL Squadron will also be cancelled or merged by default, as a squadron must be attached to an active Post and cannot operate independently.

All current charter-related forms are available on the national website. Click this link to access them www.legion.org/information-center/in-the-media/publications/organization-membership-awards

Posts: To find the American Legion Department (state) headquarters office, visit our website at www.legion.org/about/organization/departments

Requests for charter cancellations and/or mergers will only be reviewed during the annual national meetings listed below:

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

Note: Once a Post/Squadron name and number are officially cancelled, they cannot be reused for 365 days from the approved cancellation date set by the NEC.

Cut-off Dates: Before each NEC meeting, a cut-off date will be communicated to departments, specifying when cancellation requests must be submitted to National Headquarters for consideration.

Late Requests: Any cancellation or merger requests received after the cut-off date will be deferred until the next NEC meeting for review.

Post-Meeting Notifications: After each NEC meeting, the finalized list of approved Post and Squadron charter cancellations/mergers will be shared with each American Legion Department state headquarters office.