



THE AMERICAN LEGION

POST TEMPORARY CHARTER GUIDELINES

1. The minimum membership for the formation of an American Legion post shall be determined by the executive committee of the department whose area it lies.
2. Please print all charter members first and last names and mailing addresses only (no signatures of charter members.) The charter member names must be legible as the names will be printed on the temporary charter when issued. please do not have charter members sign the application.
3. If new post wishes to use someone's name, the individual must be deceased and a permission letter from the family to use the individual's name must be included with the charter application (if applicable).
4. Once the temporary charter has been issued, the post name cannot be changed until the post applies for a permanent charter which is no less than ninety (90) days from the temporary charter date on record at national headquarters.
5. The organizer of the new post must print and sign their name and list the post mailing address in the bottom section of the first page of the charter application. The address listed will be used to setup the new post and can be changed to a permanent address at a later time (if applicable).

NOTE: The Post Data Report (new post only) is a required form and should be submitted with the temporary charter application. If this form is not received with the application; it may cause delays in the new post being created and membership processing. {This form must include the total membership dues amount to join {i.e., post per capita, department state per capita, and national per capita per member.} [The national per capita is currently \$23.50 per member]}

To obtain the post temporary charter application and post data report (new post only), or to learn more visit our website at www.legion.org/information-center/in-the-media/publications/organization-membership-awards.

Once the required forms have been completed, forward all applicable documents to the American Legion Department headquarters office in your state for processing. Contact information for the state offices can be found on our website at www.legion.org/about/organization/departments.