



## National Headquarters Guidelines for Issuance of a Squadron Charter

1. The minimum number of members required is determined by the individual Department.
2. The Squadron Charter Application **must** reflect the same name, location, and address of the Legion Charter.
3. The 1<sup>st</sup> Endorsement on the back of the Squadron Charter Application must be filled out completely with the correct information then signed and dated by the Post Commander. *If this process is not done properly the application will be returned to the Department for completion.*
4. The 2<sup>nd</sup> Endorsement on the back of the Squadron Charter Application must be filled out completely with the correct information then signed and dated by the Department Commander. *If this process is not done properly the application will be returned to the Department for completion.*
5. The 3<sup>rd</sup> Endorsement on the back of the Squadron Charter Application is only endorsed by the National Adjutant when the charter is approved and created.
6. The 4<sup>th</sup> Endorsement on the back of the Squadron Charter Application is signed and dated by the Squadron organizer but not required for issuance.
7. The Squadron Charter Application currently in place is SAL-FORM 00-401 May / 2021). If any changes are made the Departments will be notified. (Please contact your Department if you do not have the current form [www.legion.org/departments](http://www.legion.org/departments))
8. The Squadron Charter Application will not be accepted without the proper approval by the Department.
9. If the Squadron Charter Application is not filled out completely and to the satisfaction of the Charter Clerk at National, it will be returned to the Department for completion.
10. If a Legion Charter changes their name and/or location the Squadron will automatically be changed. *The Squadron name cannot be changed on its own.*