



Please Read Instructions Before Filling in the Blanks.
POST APPLICATION FOR PERMANENT CHARTER

(Date)

To The American Legion, Department of

We, the members of Post No. Having functioned under a temporary charter for ninety days or longer, hereby request a permanent charter for this post under the name given below. We agree to maintain a post organization in conformity with the policies of our department and the national organization and have selected the necessary officers and committees to further the work and ideals of The American Legion. We further agree to forward notice of all changes in our post organization and all necessary information concerning activities of the post to department headquarters for the information and guidance of the department and the national organization.

- 1. Permanent Charter Name Post No.
2. City or Town in which Post is located
3. Names and address of Post Officers:
(a) Commander (Name) (Address)
(b) Vice Commander (Name) (Address)
(c) Adjutant (Name) (Address)
(d) Finance Officer
(e) Chaplain
(f) Sergeant-at-Arms
(g) Historian
(h) Service Officer
(i) Publicity Officer

(The Post Adjutant must notify Department Headquarters of all changes in officers)

- 4. Standing Committees functioning regularly in accordance with duties outlined in the "Officers Guide & Manual of Ceremonies":
(a) Americanism ( ) (g) Finance and Audit ( )
(b) Child Welfare ( ) (h) Publicity and Public Relations ( )
(c) Rehabilitation and Service ( ) (i) Legal ( )
(d) Security ( ) (j) Athletics ( )
(e) House and Entertainment ( ) (k) Sons of Legion ( )
(f) Membership ( )

- 5. Statistics:
(a) Total number of members paid up for the current year If organized, membership from previous year?
(b) Approximate number of ex-service persons to draw from
(c) Are the custodians of Post funds properly bonded?
(d) Are the ceremonies prescribed in the official Manual of Ceremonies used on all occasions?
(e) Are Post clubrooms maintained? Are quarters rented, donated to the Post or owned by the Post? If quarters are not owned by the Post, has a building fund been started? Amount on hand \$
(f) Is a Post publication or any form of information pamphlet regularly issued?
(g) Does the Post have a band or drum corps?
(h) Does the Post have a Unit (American Legion Auxiliary)?
(i) Does the Post have a Squadron (Sons of The American Legion)?
(j) Has the Post adopted a Post Constitution and By-Laws?

6. General Information (see instructions-add additional sheet as needed):

ATTEST:

Post Adjutant

Post Commander

## INSTRUCTIONS FOR FILLING OUT APPLICATION

**This application can only be submitted to National Headquarters from the Department Headquarters.**

Instructions for filling out numbered paragraphs on the above page:

1. Enter the name under which you desire the Post to be permanently chartered as. The Post may adopt a new name at this time. However, the original Post number will be retained.
2. If possible, give a permanent mailing address.
3. Enter the name and mailing address of the Post Officers designated. These offices must be filled out before a Permanent Charter can be issued.
4. Insert (yes) or (no) in the space provided. The committees have an important part to play of an efficient organization.
5. Enter answers to these questions, this information is very important.
6. Under the classification of General Information, please list all outstanding facts about the activities of the Post, its activities along patriotic and memorial lines, its service and relief work projects for community betterment, cooperation with other patriotic and benevolent organizations, means used to raise funds for various purposes, athletic and social activities, etc.

Approved with recommendation that a charter be issued.  
(*this section to be completed by National HQ staff only*)

\_\_\_\_\_, 20\_\_\_\_  
Date

Permanent Charter issued:

\_\_\_\_\_  
Department Commander or Adjutant

\_\_\_\_\_, 20\_\_\_\_  
National Headquarters

\_\_\_\_\_  
Department of \_\_\_\_\_