



Please Read Instructions on the Back Before Filling in the Blanks.
POST APPLICATION FOR PERMANENT CHARTER
(IN TRIPLICATE)

(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 National organizations 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 our Post to Department Headquarters for the information and guidance of the Department and National organizations.

- 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 should notify Department Headquarters of all changes in officers)

- 4. Standing Committees functioning regularly in accordance with duties outlined or implied in the "Post Handbook":
(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 your Post have a band or drum corps?
(h) Has your Post a Unit of the American Legion Auxiliary?
(i) Has your Post a Squadron of the Sons of The American Legion?
(j) Has your Post adopted a Post Constitution and By-Laws?

6. General Information (see instructions):

ATTEST:

Post Adjutant

Post Commander

INSTRUCTIONS FOR FILLING OUT APPLICATION

MAKE OUT THIS FORM IN TRIPLICATE. Keep one copy for Post record and send two copies to Department Headquarters. Typewrite entries carefully to ensure their being legible. This application must be endorsed by Department Headquarters before it can be acted upon by National Headquarters.

Instructions for Filling Out Numbered Paragraphs on the Reverse Side:

1. Enter here the name under which you desire the Post to be permanently chartered. The Post may adopt a new name at this time. However, the original Post number will be retained.

If it is desired that the name of the Post be changed, the Post should pass a proper resolution, copies of which, duly certified by the Post Commander and Adjutant, should be transmitted through Department Headquarters to National Headquarters.

2. If possible, give a permanent mailing address.
3. Enter here 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. Your committees have an important part of play and are evidence of an efficient organization. The Americanism Committee includes programs of Community Service, Youth Activities, Naturalization and etc.
5. In filling in the answers to these questions, care should be used to make the answers as correct as possible. This information is very important, inasmuch as service can be rendered your Post in accordance with the needs, which this information will show.
6. Under the classification of General Information, please list all outstanding facts about the actives of your 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. Give a concise summary of Post activities to date. If necessary, add a sheet in answering this question, state any needs of your Post at this time.

Approved with recommendation that a charter be issued.

_____, 20____
Date

Permanent Charter issued:

Department Commander or Adjutant

_____, 20____
National Headquarters

Department of _____