



THE AMERICAN LEGION

POST / SQUADRON CHARTER CANCELLATION AND/OR MERGER REQUEST GUIDELINES

For Posts / Squadrons to be considered for cancellation and/or merger by the National Executive Committee; Departments must complete the charter cancellation paperwork noted below for each request:

- **POST CHARTER CANCELLATION FORM**
- **POST CHARTER CANCELLATION CHECK LIST**
- **SAL “SQUADRON ONLY” CANCELLATION FORM** (CHECK LIST NOT REQUIRED)

INFO: When a Post is cancelled and/or merged, the SAL Squadron (if applicable) will also be cancelled and/or merged by default as a Squadron cannot stand alone and must be attached to an active Post

All current American Legion Post and Sons of The American Legion Squadron charter forms are located on the national website, click this link to be directed to our website www.legion.org/publications/256646/legion-sal-charter-forms

POSTS: Your department state headquarters office contact information can be found on our website by visiting www.legion.org/departments

Charter cancellation and/or merger requests will only be considered during the below annual National Meetings:

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

- * The Post / Squadron name and number, once cancelled, cannot be re-used for 365 days after the official cancellation date approved by the NEC
- * Prior to each NEC meeting, a cut-off date will be established & sent to departments to advise when cancellation requests must be received at National HQ for consideration

NOTE: If the charter cancellation paperwork is not filled out completely to include the applicable charter details and/or endorsing signatures, all forms could be returned to the Department which may cause a delay in processing the request

** Any cancellation and/or merger request received after the national cut-off date will be held until the next national meeting for consideration by the National Executive Committee

FOLLOWING THE CONCLUSION OF EACH NATIONAL EXECUTIVE COMMITTEE MEETING, THE FINAL APPROVED LIST OF POST / SQUADRON CHARTER CANCELLATIONS WILL BE FORWARDED TO EACH DEPARTMENT HEADQUARTERS OFFICE