

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 _____