

National Headquarters Guidelines for Issuance of a Temporary Charter

1. The minimum amount of members required is determined by the individual Departments. If you are naming your Post after an individual they must be deceased and a letter from their family stating their approval must be attached.
2. **All** Temporary Charters must wait ninety (90) days before they can apply for a Permanent Charter.
3. The application must be filled out completely and correctly, in triplicate.
4. All three copies are to be typed – National no longer requires signatures for new members. **DO NOT** use carbon paper when typing in triplicate. It does not always go through to all the forms.
5. The Organizer of the Post must sign all three copies and list their address. The Organizers address is used for the Post until the Post finds a permanent address.
6. A Post Data Form is sent with the Temporary Charter that enables the Post to list the dues, permanent address and dues mailing address if different than the permanent address.
7. The 1st Endorsement on the back of the Temporary Charter Application must be filled out completely then signed and dated by the Department Commander. If this process is not done properly on all three copies the application will be returned to the Department for completion.
8. The Temporary Charter Application is color coded as follows:
White – Post Record
Yellow – Department Record
Green – National Record
9. The Temporary Charter Application currently in place is FORM 30-400 (2001), which has been updated with changes in the instructions. If any changes are made the Departments will be notified. (Please contact your Department if you do not have the current form.)
10. National requires the names on the Temporary Charter Application to be typed so the names are legible when creating the charter for issuance. If the names cannot be easily read this will cause a delay not only in issuing the charter but with possible spelling errors after the names have already been put on the charter.
11. If the Temporary 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.
12. National will not accept a Temporary Charter Application without the proper approval by the Department.
13. Once the Temporary Charter has been issued the name **cannot** and will not be changed until the Post applies for a Permanent Charter.
14. The NEC meetings, which are held in the Spring, August (National Convention), and Fall **must** approve **Foreign Charter Applications**. All Foreign Charters need a financial statement before they can be considered.