



Department of Illinois American Legion

16th District Officer's Guide

Devoted to Mutual Helpfulness

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Resources

One of the qualities of a good leader is knowledge. No one can know everything about the American Legion but knowing where to find resources will go a long way to help guide us. The following is a list of resources that will be useful to you during your term as a District Officer.

National Level

- **Digital Resources**

- Legion.org

- Programs ♦ Services ♦ Member Information ♦ Media ♦ News ♦ Publications ♦ Guides ♦ Manuals

- Emblem.Legion.org

- Legion Online Store ♦ Caps ♦ Accessories ♦ Apparel ♦ Books ♦ Flags ♦ Jewelry ♦ Pins ♦ Awards

- MyLegion.org

- ★ Need to Establish District Account ♦ Membership Information ♦ Membership Tools

Department Level

- **Digital Resources**

- ILLegion.org

- Membership Award Book ♦ Membership Calendar ♦ District Membership Reports: Top Sheet and Summary ♦ Department Newsletter ♦ Meeting Minutes for Programs & Services ♦ Forms

- **Hard Copy Resources**

- Department Directory ♦ Department Constitution & By Laws ♦ Print Shop

The digital resources provide more information that can be listed here. District Officers should be familiar with the American Legion ***Officer's Guide***, the ***Post Adjutant's Manual***, and the ***Resolution Booklet***. Electronic versions of these can be found under publications on the National website. Hard copies may be purchased from Emblem.Legion.org. The Officer's Guide is a must. Not only does it contain information on Robert's Rules for Parliamentary procedure and the protocol for conducting meeting, but it is a "how to" for Legion business.

District Meetings

Scheduling Your Meetings

The District holds four meetings each year with the option of a fifth, Winter Meeting.

- Organizational [Usually held 2 weeks after Department Convention; Avoid State Fair]
- Fall
- Spring
- Convention [Usually at Commander's home post if large enough]

The District Commander is responsible for setting up all of these meetings at the very beginning of the term. Timing is important when it comes to this task. You will want to present your dates at the Department Convention. This means planning ahead. You will need to check the Department Calendar and the Division Commander's Meeting Dates before setting up your meetings. This will avoid conflicts and improve attendance. The incoming Division Commander should have dates ready at Division Convention and the Department Calendar is online. You should hold all District meetings before Division meetings to ensure proper information flow. You will need to contact the posts that you would like to hold meetings at and coordinate with them.

Sometimes it is not possible to schedule the District meeting before the Division meeting. For example, if a Division Commander moves a meeting date after you already publish your meeting dates. It is *critical*, however, that your Organizational meeting be held before the Division Organizational meeting. You will have Committee/Commission Appointees to turn into the Division at their meeting. More on that later.

Meeting times and dates are at the District Commander's discretion. Typically the District meets at 10am for the Organizational, Fall, and Spring meetings and 1pm for the Convention. Lunch is normally held after 10am meetings and before the 1pm meeting.

Try to choose post sites that the most people can get to while traveling the shortest distance. Take into account the size of the post. The hosting post will need to provide a meal and a fair sized meeting room. You may want to consider a post with a lounge to encourage comradery. You may also line up nonpolitical speakers that address veteran's topics. Some type of entertainment is also an option. However, be sure to limit speaking time or entertainment so the business of the District does not get overlooked. The District Meeting may be the largest meeting the average Legionnaire ever attends. It is your opportunity to influence members and emphasize the good works of the Legion.

Be sure to use the American Legion Officer's Guide and Manual of Ceremonies to run the meeting and for guidance on parliamentary procedure. The **District quorum is 10%** of all the posts in the District.

Finally, you need to get your schedule out to the District. The Adjutant sends the schedule out to all posts and District officers. Not only should a letter be sent to each post inviting them to attend your District meetings, but your schedule should be sent to the Department so it can be published on the website and in the newsletter. Instructions on how to get your schedule posted can be found on the Department website or in the Department newsletter.

Organizational Meeting Tips

Plan ahead for your Organizational meeting by knowing who you want to appoint as your officers and advisors. Not all positions are elected. Have an idea who you want to support you as Adjutant, Judge Advocate, Sergeant-at-Arms, Chaplain, and Commander's Advisory Board. Choose wisely!

The Organizational meeting is an informal meeting held to choose Committee/Commission appointees. Have the list of Committee/Commission appointees from the previous year as a starting point. Appointees that enjoy the program they report on often times will agree to continue on in the position. Their job is to present **concise** reports on the program to which they have been appointed. The program meeting minutes they present can be found on the Department website. Any written/printed reports can be turned into the Adjutant after they have been read aloud at the meeting by the appointee.

More on Committees/Commissions

① What's the difference?

- Committee – a group of people who represent a larger group or organization and are chosen to do a particular job
 - Example: Study something and suggest what action should be taken
- Commission – a group of people appointed by a higher authority that is officially put in charge of something or asked to find out about something

It can be difficult to understand the difference and depending on the situation the terms can be interchangeable.

Each Division has one representative on each Committee/Commission at the Department level. Some of the representatives from the 3rd Division are from the 16th District. Refer to the Department Directory to identify which Committee/Commissions have 16th District appointees. These appointees have more responsibility than the appointees from the District level. At the Division level, these appointees attend special meetings and are involved in decision making whereas the appointees at the District level simply read the meeting minutes to the District and turn them into the District Adjutant.

These Division positions require formal paperwork from the District to the Division. The Adjutant must take the *Committee/Commission Appointment Form* to the Division Organizational meeting identifying appointees. The Division Commander in turn presents these individuals to the Department Commander for approval. The Department Commander will either approve or deny the appointee. If the appointee is denied the District Commander may be contacted by the Division Commander and asked for a new recommendation.

District Convention Tips

District Conventions are important to the Legion because this is when we take legislative actions with resolutions, have elections for new officers, and select Delegates and Alternate Delegates to the National Convention.

In addition to the regular meeting and reading of Committee/Commission reports, the Commander appoints four Special Committees to perform the business of the Convention.

1. **Resolutions Committee**– Reviews resolutions brought before the District and recommends Approval, Rejection, or Approval with Amendments
2. **Rules & Credentials Committee**– Determines voting strength of Posts for District elections & voting strength of District [Strength aids in selection of Delegates/Alternates for National Convention]
3. **Finance Committee** – Performs an Audit of the Division Finances
4. **Convention Committee** – Aids in the selection of District Delegates & Alternate Delegates to the National Convention based on the voting strength of the District [Voting strength provided by Rules & Credentials Committee]

Before the Special Committees are chosen the Commander entertains a motion to ***Suspend the Rules***. Once the motion is made and seconded, this will allow the Commander to stray from the adopted agenda and create the Special Committees.

- Rules that can be suspended with 2/3 vote:
 - Rules of Order related to Parliamentary Procedure
 - Special Rules of Order related to Parliamentary Procedure
- Rules that can be suspended with a majority vote:
 - Standing Rules not related to Parliamentary Procedure
- Rules that **CANNOT** be suspended even with unanimous consent:
 - Constitution & By Laws
 - Federal / State / Local Laws
 - Fundamental Principles of Parliamentary Law
 - One question at a time
 - Only members vote when present in legal meeting
 - Rules protecting rights of absentees or individual members
 - Quorum requirements
 - Requirements for previous notice
 - Rules requiring secret ballot vote
 - Right of particular member to exercise full rights to participate in meeting except after proper disciplinary proceedings

When the business of the Special Committees is complete the rules may be reinstated. To return to the agenda the motion is ***Call for the Orders of the Day***.

At the conclusion of the District Convention the Adjutant takes any approved *Resolutions* to the Division Convention and turns them over to the Division Adjutant before the meeting. The *National Convention Delegate and Alternate Form* and the *Department Convention Committee Form* are also forwarded to Department.

District Officers

District Level

The following District Officers are considered Constitutional Officers by the Department of Illinois Constitution and By Laws:

- **Commander** – Chief Officer
- **Senior Vice Commander** – District Membership Chairman
- **Junior Vice Commander** – In Charge of Fundraiser
- **Judge Advocate** – Typically the Parliamentarian during meetings
- **Chaplain** – Spiritual Leader
- **Sergeant-at-Arms** – In Charge of the Colors & Meeting Room

All officers must file their DD214 or discharge paperwork with the Department for record keeping purposes and to show eligibility to be an officer.

**Note: The Commander and Senior Vice Commander are given expense accounts by the Department and should track expenses throughout the term. The Junior Vice Commander does not get an expense account. Paperwork and procedures for expense accounts will be explained at District/Division Training that is held by the Department.*

Only the Commander, the Senior Vice Commander, and the Junior Vice Commander are elected. Legionnaires interested in running for these offices should ask support from their Post. The Post would then draw up a Resolution nominating the interested individual. The Resolution must be submitted at the District Convention. Once there it will go before the Resolutions Special Committee for consideration. Nominations can also be taken from the Convention floor. District Officers are formal representatives of the American Legion and their dress and behavior should reflect this. A suit and the official cover are the uniform of the District Officer.

The **District Executive Committee** consists of the District Commander, Senior Vice Commander, Junior Vice Commander, the Immediate Past Commander, and any County Commanders in the District. The District Executive Committee has general supervisory powers over the District.

The **District Commander** is the liaison between individual posts in the 16th District and the Department of Illinois. You must provide guidance and supervision to these posts to help them link their programs with the state and national levels of the American Legion. This job requires the commander to be organized and encouraging, yet firm when necessary. The key to a successful term is open and frequent communication along with a personal connection to individual posts.

The District Commander and his team are there for the District in good times and bad. One of the more pleasant tasks of a District Commander is to assist in opening a new post. However, when posts are struggling, you must be ready to give direction or take control. If post membership falls below 15 members the commander must take action. There are two options in this situation. The first and best option is to help the post sign up new members to get them over the minimum threshold. The second option is to close the post and transfer the members into Department Post 2910 or another post of their choice.

When closing a post, an important and often overlooked issue is the Military Equipment that was lent to the post by the US Army Tank-Automotive and Armaments Command [TACOM]. This includes static displays, ceremonial rifles, and munitions. All of this equipment belongs to the Army – not the post. With regards to the ceremonial rifles, the donation program requires posts to resubmit the **Ceremonial Rifle Inventory Form** every three years based on agreement date. The District Commander should request a copy of post inventories so the District has a backup master inventory in case of emergency such as a post fire. You can find more information and access to all program forms at <https://www.tacom.army.mil/ilsc/donations>.

The **District Adjutant** is responsible for all administrative duties and should be familiar with the Post Adjutant’s Manual. Along with administrative duties, the Adjutant will assist the work of the other officers and committees. Main administrative duties include but are not limited to:

Taking & Maintaining Meeting Minutes	Publishing all announcements & orders
Publishing Meeting Times/Dates/Locations	Drafting & Routing Resolutions
District Officer Certification Form	District Chairman Report
Department Convention Committee Form	National Convention Delegate & Alternate Form
District Correspondence	Committee/Commission Appointment Form

At the conclusion of the term, the outgoing Adjutant passes all records to the incoming Adjutant.

The **District Finance Officer** must have integrity and some experience. Duties include receiving and disbursing funds, maintaining accurate financial records, and serving as Chairman of the District Finance Committee. Because Districts are not chartered, the Finance Officer will use the Department EIN and will report accounting and funds to the Department to be included on their annual IRS Form 990. The District Finance Officer also collects the per capita tax for each post at 5¢ per member for the previous year’s membership.

The **District Sergeant-at-Arms** coordinates with the host post to setup the meeting room ensuring colors are in place and the POW/MIA flag is in place. He or she maintains and transports the District colors to all District meetings and posts the colors on the convention floor at the Department Convention. At the conclusion of the Department Convention the colors are handed off to the District’s incoming Sergeant-at-Arms.

Division Level

The District Commander is a member of the 3rd Division Executive Committee which has general supervisory power over the Division. If necessary, a majority of District Commanders and the Division Senior Vice Commander may call a special meeting of the Division Executive Committee.

The Division Junior Vice Commander is elected by the rotation of the 4 Districts. The year the 16th District presents a nominee the District needs to send a Resolution for their candidate to the Division Convention. The Resolution can be initiated from candidate’s home post or from the District. The Adjutant assists as needed and forwards the resolution to Division before the Division Convention.

Department Executive Committee [DEC]

The District Commander and Senior Vice Commander are members of the DEC. Both officers must attend all DEC meetings. If either officer is unable to attend, they must notify the Department, ask to be excused, and find a qualified stand in to attend in their place. This should be the District Jr. Vice or a past District officer. Let the Department know who will be standing in for you. You do not want any unexcused absences.

There are four DEC meetings:

- **Installation Meeting** at Department Convention within 24 hours after adjournment of Department Convention
 - District officers sworn in right after Convention
 - After District Officers are sworn in, it is time to call the National Organization to establish your District MyLegion account
 - Only current District Officers can gain access to the account
- **Fall Meeting** at the Commander's call
- **Spring Meeting** at the Commander's call
- **Convention Meeting** held the day prior to opening of the Department Convention

General

Membership

The Commander and Senior Vice Commander need a point of contact at each post that understands you will be contacting them weekly about membership. If you are serious, the post will soon realize it and will work on membership rather than explain why they are failing. Frequent communication with posts can include newsletters, email blasts, social media, online meetings, phone calls, mailings, and anything else you think may work.

Set up a District MyLegion account to gather information, track progress, and aid posts with the available online tools. Check the District Membership Reports that are posted on Department website each Friday for the latest statistics. You will want to check both the top sheet and the summary to get the full perspective of post progress. Keep in touch with each post and encourage their efforts. Let them know the District is there to help them. Remind them that after renewals reach 80% they should start adding in 2910 candidates as they work on the last 20% of their renewals. Have them enlist help from other post officers and members. Suggest a post Membership Committee, a Recruit 2 challenge, or even a post membership drive. Listen to what they have to say and help them as best you can.

When talking with post officers you should be knowledgeable about the Dues Notice and National Cut-Off Schedule. You should also be able to explain Membership year versus Fiscal year and why the Legion asks that dues are paid early. Also be able to explain the consequences of an expired membership.

The District Spring Meeting is a good time for a revitalization. Contact the Department Membership Chairman to setup and organize the effort.

Post Visits

The District goal is to have a District officer visit every post in the District over the year. This is a difficult task and takes a lot of coordination and commitment. All three Commanders will need to help to achieve this. The three District officers need to meet and coordinate which officer will visit which post on which day. Find out when the post holds their meeting, check your calendars, divide the duties, mark your calendars, and visit your posts. Remember most posts only meet once a month and many posts meet on the same evenings. ***This plan needs to go into effect immediately and you must keep the pressure on all year.*** The Commander and Sr. Vice Commander should track their mileage for their expense report. If there is absolutely no way for a District Officer to attend a formal post meeting, they should meet the post officers informally.

Decide what information you want to present to each post and create a checklist so all District Officers brief the same information, posts are briefed appropriately, and no information is overlooked. You can even create packets of information that you can leave with the post officers. Each District Officer should use the *District-Division Junior Vice Commander Post Visitation Checklist*, the *Post Analysis Form*, and the *Post Responsibility Audit* during their visit. This will improve record keeping and you will have a reference sheet on each post for future use. That way if a different officer has to deal with the post you visited there will be some background information to go by. Give yourself the edge with that personal connection. Remembering a post goes a long way in connecting to the post officers. Everyone likes to be remembered. Keep these records and pass them to the next incoming Commander. Finally, dress up for the visit. Suits are highly recommended. It tells the post officers that this visit is important to you and you care.

Training

All District Officers are required to attend District/Division Training by the Department. They usually have two sessions each year. Call ahead to find out the uniform of the day and dress appropriately. There are other training opportunities available to you if you seek them out. The National website has an Online Boot Camp. It is the official training program for Legion officers. The Department of Illinois also has a Leadership Committee that offers Leadership Seminars, although there are prerequisites to hosting a seminar. Finally, the National website has small training offerings under the **Media** menu. [Media/Headquarters/Training]

Caravan

District officers need to attend the **January** Caravan meeting in your District. It is up to the District to contact each post Commander and invite them to attend or send representatives. Have them bring any membership cards they are holding. For posts that cannot attend, arrange to pick up any membership cards from those posts and take them to the Caravan for turn in that day. For posts that can attend, be sure to get a head count of how many will be attending and RSVP to the host post for meal planning purposes.

In addition to ensuring a good turn out from the posts in your District, you must also coordinate with the post in your District that has been selected by the Department to host the Caravan. Let them know you are there to help in any way. For example, the host post provides the meal so they may need to raise funds to cover costs. Plan ahead and offer assistance early so everything goes smoothly and the District looks good.

Lincoln Pilgrimage

The Annual National American Legion Pilgrimage to the Tomb of Abraham Lincoln is held every **February 12th** on Lincoln's birthday. It is a two day event in Springfield, IL. There are a host of activities and a designated hotel for overnight stays. ***District officers should attend the Legion Family Breakfast at the bare minimum.*** Reservations and prepayment are required for tickets and meals. Hotel reservations deadlines are in January, so plan well in advance for this event.

Consolidated Post Report [CPR]

The Consolidated Post Report is a statistical summary of the type and amount of activity the post has performed throughout the year in support of Legion programs. It is a 3-part report with one copy going to National Headquarters, one part going to the Department, and the final copy kept at the post. The information is forwarded to National Headquarters to be made part of the National Commander's yearly report to Congress.

All posts in the District need to complete the CPR, sign it, and get it to the Department **before June 1st**. There are several ways for the post to complete the report. They can annotate everything on a hard copy they receive from National and return it to Department. They can download an online version from the National website, print it out, complete it, and return it to Department. Finally, they can complete the report and submit it electronically from their post MyLegion.org account.

Department Convention

Each District Commander will receive from the Department Adjutant a sufficient number of convention ribbons and ID cards for delegates and alternates of the District. The District Commander sets up the registration table at the Department Convention so delegates can check in and get their credentials for access to the convention floor. Pick up District convention materials at the temporary Department of Illinois Headquarters at the convention.

The District Commander has several tasks to perform at the Department Convention including running a District Caucus Meeting. Check Convention Book for schedules of meeting times and locations. The Commander also ensures that the District Committeemen attend the assigned Convention Committee Meetings, sign for the minutes, and bring the minutes to the District Caucus. Verify that the Sergeant-at-Arms posts the District colors on the Convention floor before the Convention. Ensure incoming District officers stay after the Convention to be installed to their new positions.

Appendix

General Calendar Guideline

Month	American Legion	16 th District
January		<ul style="list-style-type: none"> Caravan
February	<ul style="list-style-type: none"> Americanism Month 	<ul style="list-style-type: none"> Lincoln Pilgrimage
March	<ul style="list-style-type: none"> Community Service Month American Legion Founding/Birthday 	
April	<ul style="list-style-type: none"> Children & Youth Month 	<ul style="list-style-type: none"> Spring DEC
May	<ul style="list-style-type: none"> St. Louis Caucus Anniversary 1919 National Poppy Week Memorial Day Armed Forces Day Mother's Day 	<ul style="list-style-type: none"> Turn In Consolidated Post Reports
Jun	<ul style="list-style-type: none"> Flag Day Father's Day 	<ul style="list-style-type: none"> State Police School Boys State Special Olympics Department Close of Books
July	<ul style="list-style-type: none"> Independence Day 	<ul style="list-style-type: none"> DEC/Prior to Convention Department Convention District Officer Installation DEC/Following Installation State Baseball Tournament
August		<ul style="list-style-type: none"> Golf Outing Illinois State Fair
September	<ul style="list-style-type: none"> National Disaster Preparedness Month Patriot Day Congress' Charter of American Legion Constitution Day National POW/MIA Recognition Day 	<ul style="list-style-type: none"> Fall DEC Department Commander Homecoming
October		<ul style="list-style-type: none"> Begin GTTY Orders
November	<ul style="list-style-type: none"> Veterans Day American Education Week Gifts to the Yanks Who Gave Month [GTTY] 	<ul style="list-style-type: none"> GTTY Order Deadline
December	<ul style="list-style-type: none"> Pearl Harbor Day 	
Floating Dates: Check Department Calendar		<ul style="list-style-type: none"> Oratorical Contest – March/April Division/District Training

District Events may vary from year to year. Check Department Calendar for actual dates.


District/Division Post Visitation Checklist

DISTRICT— DIVISION	
JUNIOR VICE COMMANDER POST VISITATION CHECK LIST	
Date _____	
Post _____	Phone # _____
Address _____	

Commander _____	Phone # _____
Adjutant _____	Phone # _____
Last Year Total _____	Current Membership _____ %
Items to Discuss	

Follow Up Needed	

Follow Up Completed _____	
Signature _____	



Post Analysis Form

POST ANALYSIS

THE AMERICAN LEGION DEPARTMENT OF _____
 Post _____ # _____ Location _____
 Date of visit: _____ By _____ Title _____
 Name of commander _____ Adjutant _____
 Last review of Consolidated Post Report? _____

COMMITTEES	Committee appointed		Achieved last year's goal		Number of events
	Yes	No	Yes	No	
Americanism	—	—	—	—	_____
Membership	—	—	—	—	_____
Children & Youth	—	—	—	—	_____
Veterans Affairs & Rehabilitation	—	—	—	—	_____
Veterans Employment & Education	—	—	—	—	_____
National Security	—	—	—	—	_____
Boys State	—	—	—	—	_____
Legion Baseball	—	—	—	—	_____
Oratorical	—	—	—	—	_____
Other committees	—	—	—	—	_____
Community patriotic observances	—	—	—	—	_____

MEMBERSHIP

Goal _____ To date _____ Last year _____ Renewal rate of membership last year _____

Describe the general conduct of the meeting _____

How could post meetings better attract members to attend? _____

Average attendance at post meetings _____ How often does post meet? _____ Dates _____

How often does the post executive committee meet? _____

Does the post have a five-year strategic plan? _____ When was it last reviewed? _____

In your opinion, what can be done to assist this post? _____

Does post leadership attend district meetings? _____

Does post leadership attend department conferences and conventions? _____

Does post have fundraising plan to ensure post programs remain vibrant? _____

Signed (post officer) _____ Title _____

Signed (department representative) _____ Title _____

Post Responsibility Audit

POST RESPONSIBILITY AUDIT

Rating schedule

0 - No participation

1 - Poor

2 - Below average

3 - Average

4 - Above average

5 - Excellent

	0	1	2	3	4	5
1. Follows principles of Preamble	_____	_____	_____	_____	_____	_____
2. Has good youth programs	_____	_____	_____	_____	_____	_____
3. Members are interested and active	_____	_____	_____	_____	_____	_____
4. Is a real asset to the community	_____	_____	_____	_____	_____	_____
5. Post is a community center	_____	_____	_____	_____	_____	_____
6. Veterans needing help are helped	_____	_____	_____	_____	_____	_____
7. Has businesslike operation	_____	_____	_____	_____	_____	_____
8. Is a friendly place to be	_____	_____	_____	_____	_____	_____
9. Is well thought of by the community	_____	_____	_____	_____	_____	_____
10. Is well thought of by veterans	_____	_____	_____	_____	_____	_____

TOTAL POST SCORE _____

DATE OF AUDIT _____

Overall rating (assessment) from post total

0 - 4 Dead

5 - 14 Poor

15 - 24 Below average

25 - 34 Average

35 - 44 Above average

45 - 50 Excellent

Opening a Post

Step-by-step procedures

When establishing a new American Legion post, a positive attitude is essential. Don't say, "If we form a post." It's "when we form a post." Remember, you'll be providing a genuine service to the community and its veterans. The following steps can serve as a guide:

1. Determine the city, town, neighborhood or other identifiable area where veterans are without a readily available post.
2. Decide that a new post will be established to serve the selected area.
3. Communicate with the Legion's department headquarters and, if necessary, the district commander. (Others may already be working to establish a post in the area.)
4. Find out from the department the minimum number of members required for a post charter.
5. At the same time, ask the department for an application for temporary charter, a copy of the Post Adjutant's Manual and membership applications.
6. Select two or three projects that the new post can carry out to meet local needs or aspirations.
7. Contact key people in the community and get their approval for a new post, along with suggestions for possible leaders and members. Ask the mayor, police officers, fire department officials, the school superintendent, teachers, bank managers, real-estate agents, insurance agents, barbers and business owners.
8. Pick a key individual who can serve as the presiding person during organization. Look for leadership, talent, enthusiasm and stature in the community.
9. Pick a name for a post. (A post may not be named for any living person.)
10. Ask the department headquarters to assign a number to the post.
11. Establish post dues before the first organizational meeting, keeping them in line with neighboring posts.
12. Designate a secretary/treasurer to serve during the organizational period.
13. Open a bank account for the post. (Two signatures should be required on all checks.)
14. Start signing members. (Be familiar with eligibility requirements.)
15. Set a time and place for an organizational meeting.
16. Get the required number of signatures on the application for a temporary charter.

17. Notify all members in writing of the time and place of the organizational meeting.
18. Publicize the post's formation and organizational meeting through local press, social media, notices on shopping center bulletin boards and other outlets.
19. Check to make sure you have signatures of all members on the charter application and that the form is fully completed with necessary copies.
20. Do not overwhelm members and prospective officers with literature or too much information. Take it one step at a time.
21. Select one or two needed community projects. Emphasize how The American Legion can help meet the needs of veterans and the community.

Closing a Post Checklist

1. Make sure all parties are in agreement
 - a. Post Members notified & in agreement ☐
 - b. Post Officers ☐
 - c. District Commanders ☐
 - d. Division Commanders ☐
2. Every effort must be made to Revitalize post [Contact Department Membership Chairman]
 - a. 2910 List ☐
 - b. Expired Member List ☐
 - c. Notify Members post closing by letter; Members must transfer into 2910 or another post ☐
3. All post properties & monies must be considered [Monies will revert to Department]
 - a. Is there post property to be disposed of? ☐
 - b. Has the property been disposed of? ☐
 - c. Is there money in the bank? ☐
 - d. Have all military static displays, rifles, ammo, or any other military equipment been returned to TACOM? ☐ [National not responsible for military equipment returns]
4. Have all Members been transferred out? ☐
5. Has the District Commander filled out the Revitalization Effort Paperwork? ☐
6. Has the Department Commander & Sr. Vice Commander been notified? ☐
7. Has Department Membership Chairman been notified by written letter from the Post Commander & Division/District Commander? ☐

AFTER EVERYTHING ABOVE HAS BEEN DONE

1. Turn Revitalization Effort Paperwork into Department; Must be signed by Division/District Commander ☐
2. Present packet with all signed letters & report to the DEC & request Cancellation of Post ☐
3. When request is accepted by DEC the Post Charter may be turned in

ALL ABOVE STEPS MUST BE INITIATED BY A DIVISION OR DISTRICT COMMANDER

****THIS CHECKLIST MUST ACCOMPANY THE REVITALIZATION EFFORT PAPERWORK****