



THE AMERICAN LEGION GUIDELINES FOR POST / SQUADRON CHARTER CANCELLATIONS



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

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

Note: When a Post is cancelled, the SAL Squadron (*if applicable*) will be cancelled as well. A Squadron cannot stand alone and must be attached to a Post.

Departments: The above forms are in the Department Adjutant’s Admin. Manual (*unless newly revised*) or via www.myLegion.org within your department portal.

Posts: Your department state headquarters office contact information can be found by visiting www.legion.org/departments. You may also request these forms by emailing the National Charter’s Clerk at (*email*) ia@legion.org.

Charter cancellation requests will only be considered during the below National Meetings:

SPRING (MAY)

NATIONAL CONVENTION (AUGUST)

FALL (OCTOBER)

- * **The Post 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 appropriate signatures, all forms will be returned to the Department.

{ Any cancellation request received after the cut-off date will be held until the next national meeting }

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

REVISED: April / 2022