



THE AMERICAN LEGION

POST TEMPORARY CHARTER GUIDELINES

1. The minimum membership required to establish an American Legion post shall be determined by the Executive Committee of the Department [state] American Legion headquarters office in which the post is located.
 2. List all charter members with their **first** and **last names** and **mailing addresses** only. Names must be clearly printed/typed and legible. Do **not** have charter members sign the application.
 3. If new post wishes to use someone's name, the individual must be deceased and a permission letter from the family to use the individual's name must be included with the charter application (if applicable).
 4. Once the temporary charter has been issued, the post name cannot be changed until the post applies for a permanent charter which is no less than ninety (90) days from the temporary charter date on record at national headquarters.
 5. The organizer of the new post must endorse the application by providing their signature (*serving as a digital signature*), and list the post's mailing address in the designated section at the bottom of the first page. This address will be used to set up the new post but may be updated later to a permanent address.
-

IMPORTANT:

The Post Data Report (PDR) - new post only is a *required form* and must be submitted along with the post temporary charter application. Failure to include the PDR may result in delays in creating the new post and processing membership.

- The PDR must show the total membership dues amount per member, including post per capita, department (state) per capita, and national per capita. [the current national per capita is \$23.50 per member.]

To access all charter related forms, or to learn more, visit:

www.legion.org/information-center/in-the-media/publications/organization-membership-awards

Once all required forms are complete, submit them to your Department [state] American Legion headquarters office for processing and endorsement. Contact information for each Department [state] can be found at this link: www.legion.org/about/organization/departments