



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 as noted below:

- **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 also be cancelled by default as a squadron cannot stand alone and must be attached to an active post

All current American Legion Post & Sons of The American Legion Squadron charter forms are on our website at www.legion.org/publications/256646/legion-sal-charter-forms

Posts: Your department state headquarters office contact information can be found on our website at visiting www.legion.org/departments

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

SPRING (MAY) **NATIONAL CONVENTION** (AUGUST) **FALL** (OCTOBER)

- * The Post / Squadron 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