



## National Headquarters Guidelines for Issuance of a Squadron Charter

- The minimum number of members required is determined by the individual Department. The Squadron Charter Application **must** reflect the same name, location, and address of the Legion Charter.
- The 1<sup>st</sup> Endorsement on the back of the Squadron Charter Application must be filled out completely with the correct information then signed and dated by the Post Commander. *If this process is not done properly the application will be returned to the Department for completion.*
- The 2<sup>nd</sup> Endorsement on the back of the Squadron Charter Application must be filled out completely with the correct information then signed and dated by the Department Commander. *If this process is not done properly the application will be returned to the Department for completion.*
- The 3<sup>rd</sup> Endorsement on the back of the Squadron Charter Application is only endorsed by the National Adjutant when the charter has been approved.
- The 4<sup>th</sup> Endorsement on the back of the Squadron Charter Application should be signed and dated by the Squadron organizer (*not required for issuance*).
- If any changes are made the Departments will be notified. (Please contact your department if you do not have the current form [www.legion.org/departments](http://www.legion.org/departments))
- The Squadron Charter Application will not be accepted without the proper approval by the Department.
- If the Squadron 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.
- If a Legion Charter changes their name and/or location the Squadron will automatically be changed. The Squadron name cannot be changed on its own.

**Revised: March / 2022**