

National Headquarters Guidelines for Issuance of a Squadron Charter

1. The minimum amount of members required is determined by the individual Department.
2. The Squadron Charter Application **must** reflect the same name, location and address of the Legion Charter.
3. The 1st 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.*
4. The 2nd 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.*
5. The 3rd Endorsement on the back of the Squadron Charter Application is only endorsed by the National Adjutant when the charter is approved and created.
6. The 4th Endorsement on the back of the Squadron Charter Application is signed and dated by the Squadron organizer but not required for issuance.
7. The Squadron Charter Application currently in place is SAL-FORM 00-401. If any changes are made the Departments will be notified. (Please contact your Department if you do not have the current form.)
8. You can find the Squadron Charter Application (fillable PDF) on myLegion.org.
9. The Squadron Charter Application will not be accepted without the proper approval by the Department.
10. 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.
11. 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..*