



THE AMERICAN LEGION POST CHARTER CANCEL / MERGE CHECKLIST

STEPS / ACTIONS:

Use the spaces provided to supply brief information for each question, action, or comment.

Area and District Post Development / Revitalization Teams:

In the spaces below, provide short descriptions for each question, action, or comment. Ensure all recommended steps and actions have been considered before forwarding a post charter cancellation request to your Department (state) Headquarters office.

Post Officers:

Please send post/squadron charter cancellation forms through the American Legion Department Headquarters in your state. To locate your department's contact information, visit www.legion.org/about/organization/departments

1. **What is the veteran population in the community and surrounding area of the Post?**
2. **Have the remaining members and Post Officers been contacted to determine if the Post is receptive to new membership and leadership mentoring?**
3. **Has the post contacted the department headquarters office for a list of active or expired headquarters post members in the zip code of the proposed post canceling? If so, has contact been made to pursue membership transfers or renewal at the post?**
4. **Does the Post hold scheduled monthly meetings? If not, when was the last meeting held and what was the purpose of the meeting?**
5. **Have the remaining members of the post been made aware that there is a request for cancellation of their charter?**
6. **Determine programs and services the Post might provide for the community and the veterans of the community.**
7. **Is there a school, county seat, prison, or veteran's center in the area? If yes, what programs and services has the Post provided for them? If none, was there a time when the Post did provide activities and services?**

8. Is the communities population growing or declining? How so?

9. Has the Post been made aware of the help they can receive from the Post Development /Revitalization Team?

10. Has the Post Development / Revitalization Team contacted veterans in the area and the expired and active Headquarters Post membership for their input and assistance in developing or revitalizing the Post?

11. Does the Post have a post home and/or meeting place?

12. Does the Post have any ceremonial rifles and/or static military equipment? If so, what actions are being taken to secure the rifles? Has TACOM been contacted or items returned? [TACOM / Army Donations Program Office (ADPO) | (phone) 586-282-9861 | (email) usarmy.detroit.tacom.mbx.ilsc-donations@army.mil]

Team / Individual Recommendation:

The Post Development / Revitalization Team is recommending the following action based upon their research and the communities input: ** [Please select one check box below](#)

Recommend cancellation of the post charter with no action to follow

Merge existing Post membership into Post No.

Comments:

NOTE: Following the NEC review of post cancellation / mergers, any members still remaining in post will be automatically transferred to the Department Headquarters Post by default unless otherwise indicated.

Post Development / Revitalization Team member responsible for doing the evaluation:

** [Please select one check box below](#)

Department Team

Contact Name:

Area Team

Address:

(include city, state & zip)

District Team

Telephone Number:

List Any additional Post Development / Revitalization Team Members (if applicable):

THIS IS TO CERTIFY THAT THE ABOVE ACTION WAS TAKEN BY OUR DEPARTMENT EXECUTIVE COMMITTEE

ATTEST:

Department Commander

Type First and Last name to serve as digital signature

Department Adjutant

Type First and Last name to serve as digital signature

Date

(Date Format: mm/dd/yyyy | click inside above box)

Date

(Date Format: mm/dd/yyyy | click inside above box)