

INSTRUCTIONS (Read carefully)

1. The Unit President or other person designated by the Unit to receive the charter when issued must sign the certificate at the bottom of application on preceding page.
2. Charter applications must be printed or typed, each bearing the names of the applicants eligible for membership. The application will be forwarded to the Department Headquarters, after being signed by the Commander and the Adjutant of the Post to which the Unit is to be attached. The original will be retained by the Department Headquarters, and a copy by the National Headquarters.
3. The charter application must bear THE SIGNATURES called for in the FIRST AND SECOND ENDORSEMENTS below.
4. The application for charter and the following must be forwarded to Department Headquarters.
 - a. Individual Membership Applications, signed by a Post Officer or transfer form (A minimum of 10 Senior members is required.)
 - b. Department and National membership dues for all names on the charter application (except transferring members who have already paid current year dues.)
 - c. Charter fee in amount designated by the Department.
 - d. Unit Data Form.

FIRST ENDORSEMENT

Date _____, 20 _____

To the Department:

The foregoing application has been approved by _____ Post, Number _____,

of The American Legion, Department of _____, to which the Auxiliary Unit is to be attached.

Attest:

(Signature of Post Adjutant)

(Signature of Post Commander)

SECOND ENDORSEMENT

Date _____, 20 _____

Department _____
Address _____

I certify that I have examined the foregoing application. Approval is recommended. Charter is to be issued under the name of the American Legion Auxiliary Unit of _____ Post Number _____, of the American Legion Department of _____.

(Location of Unit)

(Signature of Department President)

Return to: American Legion Auxiliary
National Headquarters
3450 Founders Rd.
Indianapolis, IN 46268

THIRD ENDORSEMENT

Date _____, 20 _____

To the President,

The American Legion Auxiliary, Department of _____.

Returned. Approved. Charter issued and enclosed herewith.

(Signature of National Secretary)

FOURTH ENDORSEMENT

Date _____, 20 _____

To _____
(Name of President of Auxiliary Unit)

Forwarded. Charter applied for herewith enclosed.

Department of _____

(Signature of Department President)