



## HOW TO CHARTER A SONS OF THE AMERICAN LEGION SQUADRON

1. The Post Commander (with the approval of the Members) should appoint a committee of not less than three members to investigate the possibility of organizing an S.A.L. Squadron within the Post.
2. The committee should obtain all available information on the Sons of The American Legion from: Sons of The American Legion. PO Box 388, Portage WI 53901. 608-745-1090
3. The committee should survey the Post Membership to ascertain the number of sons, stepsons, adopted sons, grandsons, great grandsons, etc, eligible for membership in the Sons of The American Legion. Remember there is no age limit.
4. The Post should call a meeting, preferably a Veteran and Sons affair, to discuss the possibility of forming a squadron. Have someone that is involved in the Sons of The American Legion as a speaker, they can tell about the organization and what the activities are. It might be a good ideal to invite an S.A.L. Detachment (State) Officer to talk to your group also.
5. If there is an interest, the Organization Committee should ask the post to name an S.A.L. Committee consisting of a Chairman and two other interested members from the ranks of the Legion, and two eligible S.A.L. members.
6. The committee should develop a program covering at least six months, and establish a regular meeting day and time. The S.A.L. should meet in the Post home, and all meetings must be conducted by the guidelines on the Sons of The American Legion ***Squadron Handbook***.
7. At the first meeting of the Sons of The American Legion Squadron, the ***Charter Application*** should be completed and sent to Department Headquarters. Be sure all four copies of the application are properly completed and signed. Also, the committee should select a temporary staff of officers that will serve for a three month period, after which a regular election can be scheduled.
8. The Charter Application will then be forwarded by Department Headquarters to National Headquarters for preparation of the Charter. This can take about four weeks. Upon receipt of the Charter back in Department Headquarters membership cards will be prepared and sent to the Post Commander.

9. At this time membership dues money can be collected from the eligible members. The membership cards should then be completed and returned to Department along with the proper remittance. After the cards have been received at Department Headquarters, the Charter can be sent to the Squadron.
10. A ceremony should be planned for the purpose of presenting the Squadron Charter, initiating the new members, and installing the Squadron Officers. This can be conducted by your Post officer, by some American Legion Ceremonial Group, or by the ranking Sons of The American Legion Officer in your area.
11. The S.A.L. Committee along with the Squadron Officers should plan the meeting and the squadron programs for the next year.
12. The S.A.L. Committee should prepare a report for each Post meeting outlining the accomplishments and goals of the Squadron.
13. The Post should notify the Squadron of all upcoming events, such as parades, Memorial Services, and other functions of the Post that they could take part in. The Squadron should make itself useful in performing task the will assist the Post.
14. All efforts should be made to encourage Squadron Members to actively participate in all County, District, and Detachment functions. In areas where there is no County or District organization, try to organize one. Also, stress the importance of attending the Detachment Conventions and Workshops.

**Squadron Start – Up Packet**

- Application for Squadron Charter #00-401 (qty 1)
- Instructions How To Complete the Charter Application (qty 1)
- A New Squadron – The Key to Success (qty 1)
- Activities – Programs *A Suggested Plan* (qty 1)
- Membership Applications #00-001 (qty 10 minimum)
- Sons of The American Legion #00-002 (qty 3)
- Veterans Affairs & Rehabilitation #00-003 (qty 3)
- Our Flag, Our Nation, Our Future #00-005 (qty 3)
- Why I Belong #00-008 (qty 3)
- Are You A Son poster #00-014 (qty 3)
- Manual of Ceremony and Prayer #00-199 (qty 1)
- Squadron Handbook #00-200 (qty 1)
- A New Squadron #00-203 (qty 2)

**Other forms available**

- Renewal Notice #00-006
- Member Data Form #00-007