

**The American Legion**  
**Temporary Sons of the American Legion Charter Department of Tennessee**

1. Must include **ONE CHECK** made payable to The American Legion, Department of Tennessee. The check must be for the number of **new members** multiplied by \$10.00. Example: 15 new members, 15 x \$10.00 = \$150.00 and sent with the charter application.
2. Base on *new guidance* received in the Department Adjutant's Manual on June 6, 2008, National no longer requires signatures for all new members on the application for Temporary Charter. The application must be filled completely and correctly, in triplicate. All three pages must be typed. Do not use carbon paper. Include the **first name, middle name, and last name** of each new member. No nicknames. Attach the individual's Sons of the American Legion Membership Application with each new member. Why typed? To prevent mistakes in recording names and addresses at the National level.
3. The **Organizer** of the new Sons of the American Legion Squadron must sign all three copies and show his/her address.
4. The Department of Tennessee requires a **minimum of 10 new members** (never been in Sons of the American Legion). In addition, Sons of The American Legion members with their due "paid current" may also be "Charter Members" once the minimum **10 NEW** members have been acquired. Simply list the transferring members on 3 separate typed pages, show their nine-digit Sons of The American Legion Membership number and indicate they are transfers. It is also necessary to include a "**Member Data Form**" with the application for Temporary Charter for each person transferred. If you need Member Data Forms, please contact Department Headquarters at **615-391-5088**.
5. For all new members, you must include proof of eligibility; this is a Department of Tennessee policy.
6. The Department will assign the Squadron Number upon application approval. Consequently, on any "**Member Data Forms**" being submitted for transferring members, leave the gaining Squadron number blank. Department Headquarters will fill in the Squadron Number once approved.
7. Summary:

**Submit to Department:**

- a. **Three typed copies** of the Temporary Charter application. First page must include member's First Name, MI, and Last Name...No Nicknames!
  - b. Include **one** check payable to *The American Legion, Department of Tennessee* for the new members (\$10.00 each) and "Member Data Form" for each paid current transferring member wishing to be a charter member of the new Squadron.
  - c. The application has room for **10 names** only, place additional new members and transfers on **three** separate typed sheets of plain paper; include a **full mailing address**.
8. When the National and the Department approves the Temporary Charter, National will mail a **Start-Up Kit** to the Department for presentation to the new American Legion Squadron leadership (Squadron & Post Commander and Squadron Post Adjutant). Included in the **Start-Up Kit** will be an important "**Inclusion Application for Federal Income Tax Exemption.**" The "Inclusion Application" is only one page long, but must include the post Employee Identification Number (EIN) before mailing to the National Judge Advocate for processing to the IRS each September. Exemption from State Taxes is a separate application.
  9. The requirements which govern the processing an Application for Temporary American Legion Charters are dictated by the respective American Legion Department and The American Legion National Headquarters. If you have any questions, please contact Department Adjutant Dean A. Tuttle at (615) 391-5088.