



Department: _____
Post # _____ Date _____

Department Post Development/Revitalization Team Post Charter Cancellation Check List

(One Check List per Post to be completed/submitted)

Area and District Post Development/Revitalization Teams are requested to take the following steps prior to forwarding a request to the DEC for a Post Charter cancellation.

Please submit the completed form to: Kentucky American Legion
P.O. Box 2123
Louisville, KY 40201

Steps/Actions: not in any particular or chronological order)

Note: Please provide information regarding the questions, actions, or comments in the space provided. If additional space is necessary, please attach the required information to this form.

1. Determine the Veteran population in the community and surrounding area of the Post.
2. Contact the remaining members and Post officers to determine if the Post is receptive of the new membership and leadership mentoring.
3. Contact Department Headquarters for a list of active and expired Headquarters Post members in the ZIP code of the proposed Post Charter cancellation. Use these names for contact for membership.
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. Determine if the Posts' membership is aware of the request for charter cancellation.
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? Please Explain:
8. Is the Communities population growing or declining, from the Post?
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 revitalization the Post?
11. Do they have a Post home of 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?

Team/Individual Recommendation:

The Post Development/Revitalization Team is recommending the following action based upon their research and the community's input.

- (A) Revitalize the existing Post,
- (B) Charter a new Post for the area or community,
- (C) Merge the existing membership with a newly-chartered Post,
- (D) Recommend cancellation of the Post charter with no action to follow.
- (E) Merge the membership into an Area Post or the Headquarters Post, after the NEC has accepted the Department's request for Post cancellation.

Please note the Team's decision of plan of action by circling the letter that applies and note this letter below. Comments should be provided.

Post Development/Revitalization Team member responsible for doing the evaluation:
Department Team (); Area Team (); District Team ()

Contact Name:
Address:
City, State, Zip:
Telephone Number:

List Team Members & Phone numbers:

We certify that the actions above have been completed:

ATTEST:

Department Commander

Department Adjutant