

American Legion Riders

Department of California



New Chapter Checklist

Chapter# _____ **City** _____ **Area** _____

1. Letter to the ALR DOC requesting Chapter approval ☐
2. Letter from Host Post # _____ supporting the formation
of an ALR Chapter as a program of the post. ☐
3. Copy of meeting minutes of officer elections and approval
of the bylaws. ☐
4. Copy of Roster of Members (minimum of 5) ☐
5. Copy of Officer Certification (COO) form ☐
6. Copy of approved By-Laws ☐
7. Copy of Points of Contact (POC) form ☐
8. \$50.00 Start-up fee paid by PayPal or mailed to ALR Treasurer ☐
9. Signature of Area _____ Vice Director ☐

The Area Vice Director will review all forms before forwarding them to the Dept. Secretary. Incomplete applications packages will not be presented to the DE

Area Vice Director Name-Print

Area Vice Director-signature

Date