

LETTER OF INSTRUCTION (LOI) FOR CHAPTER INFORMATION

From: ALR Interim Director _____, Date: _____

To: Commander _____ of American Legion Post _____
Post number and name

**REQUEST THE FORMATION OF AN AMERICAN LEGION RIDER (ALR) CHAPTER
HOSTED BY POST _____**

1. **Purpose.** This letter establishes the initial formal request for the formation of an American Legion Rider Chapter to be established at the American Legion Post _____ as a Post level program. The interim board members who are a minimum are:

Director- _____
Vice Director - _____
Secretary - _____
Treasurer - _____
Sgt. At Arms - _____

2. **Background.** The American Legion Riders are not a motorcycle club, but rather an association of like-minded Legion family members who enjoy family activities and the opportunity to advance the aims and goals of the American Legion. American Legion Rider membership has continued to grow rapidly, attracting many new Legionnaires', Sons of the American Legion and American Legion Auxiliary members creating a truly "family" centered organization.

The American Legion Riders Chapter shall organize as a subordinate program of Post _____. The American Legion Department of California (DoC) shall have jurisdiction over Chapters of the American Legion Riders, organized within the American Legion Riders DoC.

3. **Action Required.** At the next general membership meeting of Post _____, it is requested a motion be made and voted on for the formation of an American Legion Rider Chapter to be hosted at Post _____.
- a. **Upon Receiving a favorable Vote.** The Chapter formation can officially start by having the Post Commander prepare a letter addressed to the Director of the American Legion Riders, DoC advising the Director of the vote, naming the interim officers, and requesting a Chapter authorizing the formation of an American Legion Riders Chapter at Post _____.

Interim Director-Print

Interim Director-Signature