**American Legion Riders**

**Department of California**

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**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 DEC.

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 Area Vice Director Name-Print Area Vice Director-signature Date