

**AMVETS**  
**Post Charter Checklist**

The Charter Application for Post \_\_\_\_\_ has been fully executed and properly certified by appropriate Post and Department Officials. The package includes:

\_\_\_\_\_ **1. Charter Application** (10 founding members of the post add checks and transfer papers))

\_\_\_\_\_ **2. Revalidation & Officers Form** (voted by members and certified by post official)

\_\_\_\_\_ **3. Constitution and By Laws** (CBL) adopted by members and approved by the Dept. JA

\_\_\_\_\_ **4. EIN** obtained under AMVETS Group Exemption Code (or proof of application)

The following is needed if a post is located in a leased or owned facility

\_\_\_\_\_ \_\_\_\_\_ Liability Insurance for facility leased or owned

\_\_\_\_\_ \_\_\_\_\_ Articles of Incorporation for a facility with Clubroom

I certify that this new post has complied with all requirements to receive an AMVETS Charter.

\_\_\_\_\_  
Post Commander    Date

\_\_\_\_\_  
Post Executive Director

\_\_\_\_\_  
Date

