



ALR Start Up Procedures



1. The Post is to review the Department ALR Standard Operating Procedures (SOP) and become familiar with the requirements and obligations of the ALR Program. You may contact the [New Chapter Development Officer](#) for assistance with procedural questions.
2. The Post is to gain the interest and commitment of at least six (6) persons who are members in good standing of the American Legion, The Sons of the American Legion (SAL), or the Auxiliary (ALA), to become members of the American Legion Riders.
 1. Verify the membership and hold a meeting for the interested parties.
 2. Determine who will fill the roles of the elected officers during the start-up process. Director, Assistant Director, Adjutant/Finance Officer, Road Captain/Safety Officer, Chaplain and Sgt-at-Arms.
3. Obtain the approval of the membership of the Post and note such approval in the minutes of the General Membership meeting.
4. Post Commander is to sign a Start-Up Letter of Approval on the Post's letterhead.
5. The Start-Up Officers and other committed Members are to adopt the ALR SOP.
6. Submit a Copy of the following documents to the [ALR Adjutant](#) or the [New Chapter Development Officer](#) via email for final approval by the ALR Chairman:
 1. Copy of the Start-Up Letter on the Post's letterhead, signed by the Post Commander
 2. Copy of the Post's General Membership meeting minutes where the Post membership approved starting an ALR Chapter at their Post
 3. A signed copy of the Chapter's Acknowledgement of the ALR SOP
 4. A list of all the Charter members to be placed on the Chapter's Charter document (Note: Charter members include only those who are a part of the original "startup" of the Chapter)
7. Upon receipt of the Department signed Charter, the Post Commander and Adjutant must sign the Charter.
8. All members will be required to fill out the membership application, the emergency medical record and sign the liability waiver.
9. Request that the Post general membership approve a checking account for your Chapter under the EIN issued to the Post.
10. The newly formed Chapter must complete their Standing Rules and submit to the [ALR Adjutant](#) for the ALR Chairman's approval.