

Steps to Chartering a Chapter

1. You will need at least 5 riding members (**Supporters cannot be on the Charter**)
2. You will need to fill out all the necessary forms (attached in email). Please save these forms to your computer and fill them out.
 1. **Chapter Application**
 2. **Generic By-laws cover sheet**
 3. **Generic By-laws**
 4. **Dues Remittance form**
3. After you have completely filled in the application, please make sure you have all the appropriate signatures (Post Commander, AMVETS Department Commander or Executive Director). You do not need a letter from the Post Commander as his signature on the form is sufficient to show he is giving you permission to form a Chapter.
4. Make sure you have your own EIN # (cannot use the Posts' EIN #) **you need this on the application or it will hold up getting your charter**. Copy the EIN paperwork and email to AMVETS Riders Department of NY.
5. Fill in the [Dues Remittance Form](#) and email with your application with the dues.
6. If at any time you need assistance with the charter paperwork please contact the Riders Department of NY President, Kevin Matteson at 716-673-5651 and he will gladly assist you.
7. Mail completed paperwork to:

AMVETS Riders Department of NY
10251 Miller Rd
Fredonia, NY 14063
klad86@roadrunner.com
8. Once the Riders Department has all forms they will sent to the Riders National 1st Vice for approval. Once approved by National and Department has been contacted you will be official.