

Organization Heading

Signal Corps Regiment Association National Office
4570 Dewey Drive
Martinez, Georgia 30907

(706) 364-1755
(706) 364-1756 **Fax**

Dear General Donahue,

I am pleased to request formal recognition as a private Chapter of the Signal Corps Regimental Association (SCRA). The name of this organization shall be the (PROPOSED CHAPTER NAME) Chapter of the Signal Corps Regimental Association.

A forum of (NUMBER OF PEOPLE - recommend at least 20) people (list of names at enclosure 1) met to consider the establishment of a local private Chapter of the Signal Corps Regimental Association on (DATE). The consensus of the forum was to petition the Signal Corps Regimental Association for recognition, elect, officers and approve our Constitution and Bylaws (Enclosure 2) which are in concert with those of the of the SCRA. The forum elected the following officers as required by Section 4, Article VI of the SCRA Constitution:

President NAME

Vice President of Programs NAME

Vice President for Public Affairs and Awards NAME

Vice President of Membership NAME

Secretary/Treasurer NAME

The members of our forum all met the requirements outlined in Article III of the SCRA Constitution. The voting members of the forum who are not members of the SCRA elected to submit their applications and payment with this request (Enclosure 3).

Permission has been granted by the Installation Commander (Enclosure 4) for the establishment and operation of the (NAME) Chapter of the Signal Corps Regimental Association at (LOCATION) contingent upon your approval.

Sincerely,

NAME
President
(LOCAL CHAPTER NAME) Chapter of the
Signal Corps Regimental Association