

INSTRUCTIONS

CONSOLIDATED POST REPORTING

For Reporting Period May 1, 2009 – April 30, 2010

The Consolidated Post Report Form will allow The American Legion to tabulate information on major activities carried on by every post. You will find the form to be in a triplicate manner. After the form is filled out, send the first two copies (**white & yellow**) to **Department Headquarters, Attn: Deanna Clark, 212 N. Verlinden, Ste. A, Lansing, MI 48915** and keep the **third (pink) copy for your Post's records. If you use the CPR form from our website, print it out twice and then send both in to Department. DEADLINE FOR SENDING FORMS TO DEPARTMENT IS BY MONDAY, JUNE 14, 2010.**

Some questions can be answered by putting an / x / in the square box (it means yes). If you don't provide an / x / in the square box, it means "no". Many of the questions call for figures, such as the number of cases handled by the Post Service Officer. Some request dollars spent. There is a dollar sign (\$) at the beginning of each blank space which requests an answer in dollar amounts. **Do not report cents. Round out your answer to the nearest dollar.** All answers to the boxes and the fill-ins should be typed or printed clearly, using a pen with black or dark blue ink. Whoever is given the responsibility of completing the form may have to get some of his answers from other Post Officers or committee members. If you can't get exact amounts or numbers, make as reasonable an estimate as you can. If your Post did not participate in a program listed on the report, or if you simply can't get information by the requested date, leave the section blank.

OTHER POST PROJECTS:

If your Post had projects, which cannot be adequately covered on the Consolidated Post Report Form, attach a narrative report (written description/pictures/newspaper articles) to the National and Department copies. The narrative report will be reviewed by personnel at National Headquarters responsible for specific programs and may be passed on to the Editor of the American Legion Magazine. Narrative reports are helpful to the Department Program Committees in selecting Posts for various Department and National Program Awards. **Be sure to identify your form by Post Number, Department and City.**

RETURN WHITE AND YELLOW COPIES TO THE FOLLOWING:

**The American Legion
Department of Michigan
Attn: Deanna Clark
212 N. Verlinden, Ste. A
Lansing, MI 48915**

ATTENTION!!!

THE DEADLINE FOR SENDING

THE CONSOLIDATED POST

REPORTS TO DEPARTMENT

HEADQUARTERS IS MONDAY,

JUNE 14, 2010.



THE AMERICAN LEGION

CONSOLIDATED POST REPORT



2009 - 2010

Please print or type clearly.

Department of (1) Post No. (2) District No. (3)
 Final 2009 Membership (4) Located at (5) city

LEGISLATIVE

Post has active Legislative Chairperson who reports regularly to Post meetings (6)

VETERANS AFFAIRS AND REHABILITATION

No. of cases handled by Post Service Officer (7) _____ Emergency aid given vets from Post funds (8) \$ _____ No. of Volunteer hours recorded at VA Hosp. (9) _____
 Contributions to VA Voluntary Service Program (10) \$ _____ Post has a VAVS Coordinator (11) Number of VAVS Volunteers (12) _____ Post has "Heroes to Hometown" Representative (13)

NATIONAL SECURITY

Blood Donor Program - No. pints donated (14) _____ No. blood donors from Post (15) _____ **ROTC Medals** - No. presented by Post (16) _____
Energy - Post has Chairperson (17) **Crime Prevention/Law and Order Program** - Post has program (18) **Fire Prevention/Protection Program** - Post has program (19)
Homeland Sec/Disaster Relief & Citizen Corps - Post Participates (20) Post has a POW/MIA Chairperson (21) Post has a Foreign Relations Committee/Commission Chairperson (22)

PUBLIC RELATIONS

Post has an active PR chairperson/officer (23) Post produces a Post Publication (24) Post maintains a website (25) No. of annual community events Post participates (26) _____
 Post participated in a 9/11 Community Commemoration Event (27) **Number of times your Post was mentioned in the following media during the past year?**
 Radio (28) _____ TV (29) _____ Cable Access TV (30) _____ Newspaper (stories) (31) _____ Newspaper (letters to the editor) (32) _____

UNIFORMED GROUPS

Post Sponsors: Color Guard (33) Firing Squad (34) No. of Funeral Honors provided for veterans (35) _____ Cost of Uniformed Groups (36) \$ _____

ECONOMICS

Post has Employment Chairperson (37) Post has Homeless Veterans Chairperson (38) Post participates in Career Fairs (39) No. Veterans referred to LVER or DVOP (40) _____
 No. placed in employment (41) _____ No. placed in job training program (42) _____ Promote programs such as **Employ Older Worker** week and **Employer of the Year** (43)
Submitted award nominations in the following:
 Homeless Veterans Outreach (44) Employer of the Disabled (45) Employer of Older Workers (46) LVER (47) DVOP (48) Local Office (49)
 Employer of veterans, large category (+200 employees) (50) Employer of veterans, medium category (50-200 employees) (51) Employer of veterans, small category (less than 50) (52)

AMERICANISM

American Legion Legacy Scholarship: Amount Donated (53) \$ _____ **Participates in citizenship/naturalization activities** (54)
Baseball: American Legion Baseball team sponsored (55) Cost (56) \$ _____ Other Athletic teams sponsored (57) Cost to Post of other teams (58) \$ _____
Scouting: Post sponsors Scout unit(s) (59) No. of youths in Legion Scouting (60) _____ Donated to Scouting Activities (61) \$ _____
Oratorical Contest: Post sponsored local contest (62) No. of local contestants (63) _____ Cost to Post (64) \$ _____
Education: School Award Program; Post Participates (65) No. of Awards Presented (66) _____ Participates in American Education Week (67)
 No. of Schools assisted by Post (68) _____ Cost to Post (69) \$ _____ No. of Scholarships Awarded (70) _____ Value of Awards (71) \$ _____
 Hours of service given to Education Program (72) _____ Additional amounts expended on Education Program (73) \$ _____ Participates in Vets in the Classroom (74)
Flag Education: No. of presentations to local groups (75) _____ Cost to Post (76) \$ _____
Post Participation: Flag Day (77) Get Out The Vote (78) Vet Day (79) Memorial Day (80) July 4 (81) American Legion Birthday (82) Four Chaplains Sunday (83)
Community Service: Estimated No. hours service (84) _____ Cost to Post (85) \$ _____ **Junior Shooting Sports Program Club Sponsorship:** No. Youth Involved (86) _____ Cost to Post (87) \$ _____
American Legion Riders: Post has Riders group (88) No. of Legion Family members (89) _____ No. of Community Events Sponsored (90) _____

CHILDREN & YOUTH

No. of C&Y Activities Held (91) _____ Cash aid given to benefit children (92) \$ _____ Value of goods given to children (reasonable estimate) (93) \$ _____ No. of children given aid (cash or goods) (94) _____
Post Participation: Halloween Safety (95) Health & Child Safety (96) Family Support Network (97) April is C & Y Month (98) Operation Military Kids (99) Special Olympics (100)
 Administrative costs (paper, equipment, etc.) (101) \$ _____ Parties, Dinners, Prizes and Gifts (102) \$ _____ All Other Expenses (103) \$ _____

CONTRIBUTIONS: Dollar amounts to other agencies or American Legion activities

United Fund (104) \$ _____ Red Cross (105) \$ _____ Cancer Research (106) \$ _____ Handicapped Children (107) \$ _____
 American Legion Endowment Fund (108) \$ _____ Children's Hospital (109) \$ _____ American Legion National Emergency Fund (110) \$ _____ All others sum total (111) \$ _____

Signature _____

Title _____

Date _____