



2008-2009 Consolidated Post Report (CPR)

“Help Share The News”

At first glance, the Consolidated Post Report you receive may appear complicated and something you don't want to be troubled with, but it is perhaps the most important document your Post can complete and submit. This information will be combined with that of other Posts, which submit forms to be put into the report annually sent to Congress. Your Post is encouraged to send a photocopy to your own U.S. Representative. This summary is “US” when the National Commander and others testify on Capitol Hill on behalf of The American Legion and all veterans. Each Post has a story to tell, and when we speak collectively, our strength is magnified...your Post needs to be a part of that *united force*.

Every blank or line does not have to be filled in. Few Posts can claim activity for every item listed. If the Post only has one program, then that should be the one reported. Your Department may have other reports to file and the completion of the Consolidated Post Report will assist your Post with this responsibility.

The report is a single page and two copies. After the form is completed, send the original and one copy to your Department Headquarters by the date they specify, but no later than June 15. Keep the third copy for the Post's records.

Some questions can be answered by putting an “X” in the provided. An “X” means “Yes.” A blank means “No.”

Many questions call for figures, such as the number of Funeral Honors provided for veterans, or the number of cases handled by the Post Service Officer. Some of the items being assessed, like The American Legion National Emergency Fund, ask for the number of dollars spent. There is a dollar sign (\$) at the beginning of each blank space which requests a response in dollar amounts. Do NOT report cents...round out your response 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 the answers from other Post officers or committee members. If you can't get exact amounts or numbers, please make a reasonable estimate. If your Post did not participate in a program listed on the report, or if you simply can't get the information by the requested date, leave the section blank. It will be an unusual Post reporting something on every line of the form.

If your Post had projects, activities or events which cannot be adequately covered on the report form, attach a narrative (written description/pictures/newspaper articles) to the National and Department copies of the form. The narrative report will be reviewed by personnel at National Headquarters responsible for specific programs and shared with The American Legion Magazine staff. Narrative reports are also very helpful to the Department Program Committees in selecting Posts for various Department and National program awards.

Your report is a measure of performance for your Post and shows you are

“STILL SERVING AMERICA”

Department Reminder: July 1 is the final date for transmittal to National for Post Reports to be included in the National tabulation for the specified reporting year.