

Due JUNE 15, 2019

CONSOLIDATED POST REPORT & POST NARRATIVE REPORT “Help Share the News”

Distribution: One per Post

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 form 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, than that should be the one reported. Some questions can be answered by putting an “X” in the space provided. An “X” means “Yes”. A blank means “No”.

The report is a single page and two copies. After the form is completed, **send the original and one copy to Department Headquarters by June 15, 2019** Keep the third copy for the Post's records. June 15 is the final date for transmittal to National for Post Reports to be included in the National tabulation for the specified reporting year.

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 amount.

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 amount of number, 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 awards.

The Post Narrative Report is extremely helpful to the Department Children & Youth Committee as they select Post winners for various Children & Youth awards. Please be as honest and accurate as possible when completing the form.

Your report is a measure of performance for your Post and shows you are “STILL SERVING AMERICA”

THE AMERICAN LEGION DEPARTMENT OF SOUTH CAROLINA
P. O. Box 3309
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JUNE 1, 2018 - MAY 31, 2019

POST NARRATIVE REPORT FORM (Please print)

DUE DATE: JUNE 15, 2019

Applications will not be returned

Post Name _____ No. _____ District No. _____
Department of _____ Present Membership _____
City _____ State _____
Address _____

1. Did your Post file a Consolidated Post Report form? Yes _____ No _____
2. Did your Post participate in any of the following National Children and Youth program objectives? Please report the amount of money spent/donations on each program.

_____ Family Emphasis (National Family Week) \$ _____

_____ Child Safety (Drug Abuse Prevention: Youth Suicide Prevention, etc.) \$ _____

Describe program(s) _____

_____ Children's Miracle Network \$ _____

_____ Halloween Safety \$ _____

Number of children: _____

_____ Missing Children \$ _____

_____ April is Children & Youth Month \$ _____

_____ Temporary Financial Assistance \$ _____

Number of children assisted: _____

_____ Family Support Network \$ _____

Number assisted: _____

_____ Ronald McDonald House \$ _____

3. Estimate the number of volunteer service hours provided by the membership of your Post for the children and youth in your community. _____ hours

