

CONSOLIDATED POST REPORT MONTHLY WORKSHEET

PROGRAMS	ACTIVITIES	\$ EXPENSES	MAN HOURS	# PARTICIPATING OR HELPED
VA & R (Cases Handled, Funds Disbursed, Volunteer at VA Hospital)				
National Security (# Blood Donors and Pints, ROTC Medals)				
Public Relations (Community Events, Mention in Media: <i>Radio, TV, Cable, Newspaper</i>)				
Uniformed Groups (Funeral Honors, Cost of Uniforms)				
Economics (Referred to LVER or DVOP, Placed in Employment, Job Training)				
Americanism Children & Youth				
Boys State, Baseball, Oratorical Contest, Shooting Sports				
Scouting				
Scholarships				
School Awards				
Other Educational Programs				
Flag Education/School Flags				
Other Children & Youth Programs				
Community Service (donated hall usage, flag presentation at community events, Main St. Flag program, ect.)				
Administrative Costs (paper, equipment, postage, etc.) list program				
Contributions (Hall rental for Red Cross, other civic activities)				
Other				

This tally sheet can help you keep a monthly record of the work your post does in the programs of The American Legion. Using these forms monthly allows you to complete the Consolidated Post reports when they are published by National.

CONSOLIDATED POST REPORT

Purpose: To obtain and tabulate quantitative reports from Posts on major National programs.

Procedure: The State Adjutant provides the Posts with a preprinted form to fill out. Instruction follows on how to prepare the form.

Deadline: Posts are to fill out the complete form in the areas that apply to the Post. Post must return the first two copies to the State Adjutant by **June 1**. This report should normally cover the 12-month period of **June 1 to May 31**. The Post Commander and Adjutant should complete this report with assistance from the Post Officers and Committee Chairman. It should be completed accurate.

Instructions for filling out the Consolidated Post Form:

The report you are filling out is perhaps the most important document your Post can submit. This information will be compiled with all other Posts that submit forms and put into a summary, which is sent to Congress. This summary is 'us' when the National Commander testifies on behalf of The American Legion.

You should not feel that everything has to be filled in. If your Post only has one program, then that is all you can report. The Department has other reports to file and your completion of the Consolidated Post Report will assist your Post with this responsibility.

The following instructions will help you fill in the report.

There are three copies to the form. After the form is filled out, send the first two copies to the State Headquarters by **June 1**. Keep the third copy for your Post's records.

Some questions can be answered by putting an "X" in the box, an "X" means "Yes", a blank 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 fill-ins should be typed or printed clearly using dark-colored ink.

Whoever is given the responsibility of completing the form may have to get some of his answers from the other Post Officers or Committee Chairman. If you can't get exact amounts or numbers, make as reasonable an estimate as you can, but don't exaggerate. 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. It will be a very unusual Post that has something to report on every line.

Other Post Projects:

If your Post had projects that cannot be adequately covered on the Consolidated Post Report from, attach a narrative report 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 State Adjutant and the Department Program Committees in selecting Posts for various Department and National program Awards. Be sure to identify by Post Number, District and Department.

TO ALL POSTS - FYI

Recently a number of questions have arisen concerning the relationship of the National Organization of The American Legion with the Departments, Districts and Posts. Therefore, it seemed advisable to review the status of each Post of The American Legion.

The National Organization is a United States corporation. It is a private corporation chartered by the Congress of the United States. Its corporate charter is part of United States law.

This corporate charter gives the National Organization the power to issue charters to Departments and, when the Department so authorizes, to issue charters to Posts.

Departments and Posts are autonomous independent entities which run their own "day to day" affairs. The Department has a general oversight responsibility for the Posts in the Department. However, this oversight is not operational control. This is evidenced by Article IX, Section 7 of the National Constitution which gives Departments the power to prescribe the Constitution of the Posts. Of course, all Legionnaires are under the umbrella of the National Constitution and By-Laws.

As provided in Article VIII of the National Constitution, Sections 3, 4 and 5, Districts and Counties are administratively part of the Department. Such non-chartered bodies are the liaison between the Department and Post. They are not autonomous.

The Department Constitution and By-Laws requires that all Posts incorporate in Wisconsin so as to achieve the advantages of a corporate entity. These include the limitation of liability so long as adequate insurance is carried and the ability to deal with property without having to involve the rules for unincorporated associations which may involve the signature of everybody who has ever been a member and their heirs.

Should any entity of The American Legion, (i.e. Department or Post) desire to incorporate a program, this may be done. However, because of the provisions of trademark law, the respective entity of The American Legion must control the subsidiary 100%. This means, at minimum, that The American Legion must name all of the directors, trustees, officers and any other governing individual, and that the Legion entity must fill the vacancies. Furthermore, the members of the Board of Directors, Board of Trustees, the officers and any other governing individual must be a member of or within the entity. In addition, any change to the corporate by-laws must be approved by the parent entity to the subsidiary. Since a number of issues including, but not limited to tax law bear on subsidiaries, before this course is followed, the advice of an experienced attorney and CPA, both familiar with non-profit law, taxes and accounting, should be sought. Such subsidiaries, if they do not qualify as a tax exempt entity, end up being fully taxable. This is an area where special care is needed to keep the records correctly categorized to avoid loss of the Legion entity's tax exempt status.