

# DISTRICT COMMANDER POST VISITATION REPORT

(Please note: you are required to visit each post in your district at least twice a year)

Name \_\_\_\_\_ Date \_\_\_\_\_ Post \_\_\_\_\_ District \_\_\_\_\_  
Post Incorporated \_\_\_\_\_ Explain Reason for Visit \_\_\_\_\_

## MEMBERSHIP AND POST ACTIVITIES

How many members last year \_\_\_\_\_ How many current members \_\_\_\_\_  
Number of new members this year \_\_\_\_\_ Active membership committee Yes/No \_\_\_\_\_  
Number of new members installed annually \_\_\_\_\_ Lapel pins given Yes/No \_\_\_\_\_  
Officers elected annually Yes/No \_\_\_\_\_ All offices filled Yes/No \_\_\_\_\_ Officers installed annually Yes/ No \_\_\_\_\_  
Meetings held regularly Yes/No (Dates when meetings are held) \_\_\_\_\_  
Meetings run according to National Post Officer's Guide Yes/No \_\_\_\_\_ # of SAL members' \_\_\_\_\_  
# Auxiliary Members \_\_\_\_\_ # Legion Rider Members \_\_\_\_\_  
Post is asset to community Yes/No (Explain) \_\_\_\_\_  
List family activities \_\_\_\_\_  
List programs which aid Veterans \_\_\_\_\_  
List community activities post is used for \_\_\_\_\_  
Company Name and type of Post Insurance \_\_\_\_\_  
Has qualified Service Officer Yes/No \_\_\_\_\_ Name & Date of certified \_\_\_\_\_  
Uses Post Officers Guide Yes/No \_\_\_\_\_ Uses Post Administrative Manual Yes/No \_\_\_\_\_  
Date of *Legion Link* Posted on Bulletin Board \_\_\_\_\_  
Dept approval date of Constitution & By-Laws posted \_\_\_\_\_ Posted on Bulletin Board Yes/No \_\_\_\_\_

*Please attach a copy of the following documents upon submission of your report*

*Constitution & By Laws Tax Exempt Certification  
Florida Incorporation Certification- ARE SIGNERS VALID Yes / No  
Information changes for Post Commander and/or Adjutant*

## PROGRAMS

Post has chairman and participates in the following programs: (Yes or No)  
Americanism \_\_\_\_\_ Boys State \_\_\_\_\_ Boy Scouts \_\_\_\_\_ Legion Baseball \_\_\_\_\_  
Oratorical \_\_\_\_\_ School Medals \_\_\_\_\_ Shooting Sports \_\_\_\_\_ Children & Youth \_\_\_\_\_  
ROTC \_\_\_\_\_ Law & Order \_\_\_\_\_ Blood Donor \_\_\_\_\_ Special Olympics \_\_\_\_\_  
Membership \_\_\_\_\_ VA & R \_\_\_\_\_ Disaster preparedness \_\_\_\_\_  
VA Hospital \_\_\_\_\_ Legion Riders \_\_\_\_\_ Vet Employment \_\_\_\_\_

*Please attach improvement plans for programs not being utilized.*

## COMMUNITY SERVICE & ACTIVITIES

Post involved in: (Yes or No) Flag Day \_\_\_\_\_ Veterans Day \_\_\_\_\_ Memorial Day \_\_\_\_\_ July 4<sup>th</sup> \_\_\_\_\_  
Get Out the Vote \_\_\_\_\_ Legion Birthday \_\_\_\_\_ Four Chaplains Sunday \_\_\_\_\_  
American Education Week \_\_\_\_\_ Community Service Projects \_\_\_\_\_ Educational Scholarships \_\_\_\_\_  
Post has Color Guard \_\_\_\_\_ Post participates in Burial Services for Veterans \_\_\_\_\_

*Please attach dates and details of activities the post has participated in.*

## CLUB ROOM/LOUNGE

Post has Club Room \_\_\_\_\_ Type of license: Open \_\_\_\_\_ Club \_\_\_\_\_ Separate incorporation: \_\_\_\_\_  
If so, is board elected \_\_\_\_\_ Club Committee under Post \_\_\_\_\_ Club rules posted \_\_\_\_\_  
Does Club operate (Yes or No) - Bar \_\_\_\_\_ Dining Room \_\_\_\_\_ Rents Building \_\_\_\_\_  
Club Room is - Clean \_\_\_\_\_ Friendly \_\_\_\_\_ Is Club Room in compliance with State Laws \_\_\_\_\_  
Workers are - Clean \_\_\_\_\_ Courteous \_\_\_\_\_ Professional \_\_\_\_\_ Is Club Room run professionally \_\_\_\_\_

*If you have any questions or concerns please attach them to this form*

Verify: Post Commander \_\_\_\_\_ Date \_\_\_\_\_

District Commander \_\_\_\_\_ Date \_\_\_\_\_