

# **INSTRUCTIONS FOR** **Department Addendum** **AND National Consolidated Post Report**

**Please return the White and Yellow copy of the National CPR AND the White copy of the Addendum CPR in the return envelope labeled “CPR”**

*Keep pink National CPR copy and yellow Addendum CPR for Post records*

This information will be compiled with all other Posts nationwide and put into a summary which is then sent to Congress. This summary is “us” when the National Commander testifies on behalf of The American Legion. This information also gives the Department Committee Chairmen a simplified source that helps them judge and determine winners for Department Convention and End of Year Awards.

**NOTE: The Consolidated Post Report and Department Addendum must be compiled and received by Department Headquarters in order for your Post to register delegates and vote at Department Convention AND to receive your new membership cards.**

- **Print Clearly!**
- Be sure your Post number is entered at the top of each form
- Type or use a pen with blue or black ink
- Some questions can be answered by putting an “X” in the  provided. An “X” means “Yes.” A blank means “No.”
- There is a dollar sign at the beginning of each blank space which requests an answer in dollar amounts. Do not report cents. **Round your answer to the nearest dollar.**
- Use \$.27 per mile when calculating costs to a program
- **Everything does not have to be filled.** If your Post has only one program, then that is all you can report
- Cooperation between several Post Officers and/or Chairmen may be necessary in order to complete the CPR. If you can’t get an exact amount or number, make as reasonable an estimate as you can, but do not exaggerate. If your Post did not participate in the program listed on the report, or if you simply can’t get information by the requested date, leave the section blank.

If your Post had projects which cannot be adequately covered on the CPR or Addendum, attach a one-two page narrative report to the National copy. The narrative report will be reviewed by personnel at National Headquarters responsible for specific programs and may be passed onto the editor of The American Legion Magazine. Narrative reports are helpful to the Program Committee in selecting Posts for various National program awards.

**\*\* DEADLINE: May 15 \*\***



# Addendum – CPR

## Explanation

*Keep yellow copy; return white copy to Dept.  
Can submit online at [floridalegion.org](http://floridalegion.org)*

Post Number

### **AMERICANISM**

- 1 – How many Need-a-Lift's your post donated
- 2 – How much the Post spent of Americanism Activities/ Events
- 3 – How many Teacher of the Year applications were handed out
- 4 – Participated in Americanism Month (February) holding/participating in an Americanism program (American Legion Baseball, Boys State, Shooting Sports, Boy Scouts, Oratorical, Scholarships, School Medals, Flag Etiquette, go into the schools to teach about Americanism, etc.)
- 5 – Number of man hours donated to Americanism: driving, shopping, computer work, any meeting time, time at a school, someone's home or an office, time spent on the phone, putting together packets, writing articles, parties, etc.

### **BASEBALL**

- 6 – Number of Trophies/Awards given toward the Baseball program
- 7 – Number of miles the Baseball Team had to travel to and from games
- 8 – Any time spent on the Baseball program: driving, shopping, computer work, any meeting time, time at a school, someone's home or an office, time spent on the phone, putting together packets, writing articles, parties, etc.

### **BLOOD DONOR**

- 9 – Number of blood drives held by your Post

### **BOY SCOUTS**

- 10-13 – Number of Cub Scout Packs, Boy Scout Troops, Venturing Crews, and/or Explorer Posts your **Post chartered**
- 14-17 – Number of Cub Scout Packs, Boy Scout Troops, Venturing Crews, and/or Explorer Posts your **Post supported in any way**
- 18-21 – Number of **youth involved** in Cub Scout Packs, Boy Scout Troops, Venturing Crews, and/or Explorer Posts
- 22 – Number of Eagle Scout Certificates your Post presented
- 23 – Number of Legion Square Knot presentations your Post made
- 24 – Number of hours spent on any aspect of the Boy Scouts of America program

### **BOYS STATE**

- 25 – Cost of transporting boys to FSU and back for the Boys State program
- 26 – **Number** of certificates and/or awards given for the Boys State program
- 27 – **Cost** of the certificates and awards given for the Boys State program
- 28 – Any time spent on the Boys State program: driving, shopping, computer work, any meeting time, time at a school, someone's home or an office, time spent on the phone, putting together packets, writing articles, parties, etc.

### **\*\*NEW LOOK!!!**

- **Less questions**
- **No repetitive questions that you already answered on the National CPR**
- **Spaced Out**
- **New FL Logo**

The Dept. of FL hopes that these changes will make filling out the Dept. Addendum CPR much easier

## **CHILDREN & YOUTH**

**29** – Put an “X” in the  if your Post participated in Child Welfare Foundation

**30** – Any time spent on the Children & Youth program: driving, shopping, computer work, any meeting time, time at a school, someone’s home or an office, time spent on the phone, putting together packets, writing articles, parties, etc.

## **FLAG EDUCATION**

**31** – Number of Coloring Books regarding Flag Education that you ordered and gave out

**32** – Number of Flag Etiquette Books (Emblem Sales) given to schools or businesses

**33** – Number of flags given, ALL sizes, even cemetery and table top

**34** – Number of Flag Certificates Given by your Post to schools or businesses

**35** – Any time spent on the Flag Education program: driving, shopping, computer work, any meeting time, time at a school, someone’s home or an office, time spent on the phone, putting together packets, writing articles, parties, etc.

## **LAW & ORDER (Law Officer/ Firefighter Awards)**

**36** – Number of certificates/ awards given to Law Enforcement Officers

**37** – Number of certificates/ awards given to Firefighters/EMTs

**38** – Monetary amount of sponsoring an awards ceremony for BOTH Law Enforcement Officers and Firefighters

**39**– Any time spent on the Law & Order program: driving, shopping, computer work, any meeting time, time at a school, someone’s home or an office, time spent on the phone, putting together packets, writing articles, parties, etc.

## **LEGION RIDERS**

**40** – Number of Legion Riders who are Legionnaires

**41** – Number of Legion Riders who are SAL members

**42** – Number of Legion Riders who are Auxiliary members

**43** – Total monetary donation(s) made by the Legion Riders

**44** – Number of miles traveled by the Legion Riders

## **JROTC**

**45** – Number of gold Military & Scholastic Excellence medals given to College Seniors

**46** – Number of silver Military & Scholastic Excellence medals given to College Sophomores

**47** – Number of bronze Military & Scholastic Excellence medals given to High School Seniors

**48** – Number of **College** JROTC units the Post served in any capacity

**49** – Number of **High School** JROTC units the Post served in any capacity

**50** – Monetary amount of sponsoring a dinner/dance/ball (food, dining utensils, napkins, drinks, utility costs, paid servers, clean up service, etc.) for any/all JROTC units

**51** – Cost of awards given to JROTC units (certificates, trophies, scholarships, etc)

**52** – Amount of time spent on the JROTC program: driving, shopping, computer work, any meeting time, time at a school, someone’s home or an office, time spent on the phone, putting together packets, writing articles, parties, etc.

### **PROJECT: VETRELIEF**

**53** – Number of hours Post Service officer(s) spent on financial assistance cases

**54** – Monetary amount of how much Post has donated to Project: VetRelief

### **SCHOOL MEDALS**

**55** – Number of School Medals given to any **Elementary** School

**56** – Number of School Medals given to any **Middle** School

**57** – Number of School Medals given to any **High** School

**58** – Number of School Medals given to any **College**

**59** – Monetary amount of all School Medals/trophies/certificates given to any school

**60** – Any time spent on the School Medal program: driving, shopping, computer work, any meeting time, time at a school, someone's home or an office, time spent on the phone, putting together packets, writing articles, parties, etc.

### **SHOOTING SPORTS**

**61** – Number of schools your post supported for the Shooting Sports program

**62** – Any time spent on the Shooting Sports program: driving, shopping, computer work, any meeting time, time at a school, someone's home or an office, time spent on the phone, putting together packets, writing articles, parties, etc.

### **SPECIAL OLYMPICS**

**63** – Monetary donations sent directly to Special Olympics from the **POST**

**64** – Monetary amount of goods (wheelchair, equipment for the games, food/picnic/party supplies for an event the Post did NOT sponsor, crutches, books, office supplies, etc) given to Special Olympics

**65** – Monetary amount spent putting on a picnic or party for Special Olympians

**66** – Number of Special Olympians served (parking/security/food serves all Olympians involved in the event)

**67** – Number of Post members who volunteered for the Special Olympics

**68** – Any time spent on the Special Olympics program: driving, shopping, computer work, any meeting time, time at a school, someone's home or an office, time spent on the phone, putting together packets, writing articles, parties, etc.



# National Consolidated Post Report

## Explanation

*Keep pink copy; return white and yellow copies to Dept.*

*Can submit online at [mylegion.org](http://mylegion.org)*

### **1 – FLORIDA**

**2** – Post number

**3** – District number

**4** – Last year's final membership count for Post

**5** – The **city** in which your Post is located; **not the whole address**

**6** – FL

### **VETERANS AFFAIRS AND REHABILITATION**

**7** – Number of cases handled by the Post Service Officer

**8** – Amount of **emergency monetary aid** given to veterans (these are usually one time donations: bus ticket, food, electric bill, etc)

**9** – The number of **VOLUNTEER** hours **recorded at a VA hospital** (Total for all Post members that have volunteered)

**10** – Monetary amount of cash and goods given to a VA Voluntary Service program

**11** – A member appointed by the Post Commander to be responsible for all VAVS activities

**12** – Number of Post members who volunteered for the VAVS program

### **NATIONAL SECURITY**

**13** – Number of pints of Blood donated, to any account, by members of the Post

**14** – Number of Post members who donated blood to any account

**15** – Number of ROTC medals the Post presented

**16** – A member appointed by the Post Commander to be responsible for all Energy program activities

**17** – The Post participates in the Crime Prevention/ Law & Order program

**18** – The Post participates in the Fire Prevention/Protection Program

**19** – The Post Participates in the Homeland Sec/Disaster Relief & Citizen Corps program (Disaster Prep)

**20** – A member appointed by the Post Commander to be responsible for all POW/MIA activities

### **PUBLIC RELATIONS**

**21** – A member appointed by the Post Commander to be responsible for all Public Relations activities

**22** – The Post creates and sends out a publication (bulletin/newsletter)

**23** – Is there a web site about the post maintained by the post?

**24** – The number of annual (held on a yearly basis; Ex: Strawberry Festival, Fall Festival, Special Olympics, Veterans Day) community (not Post) events the Post participated in

**25** – The Post planned or participated in a 100<sup>th</sup> Anniversary event or celebration

**26** – Number of Post social media accounts. Does your Post have a Twitter, Facebook, Instagram, ect.?

**27** – Number of times your Post was mentioned on the radio

**28** – Number of times your Post was mentioned on TV

**29** – Number of times your Post was mentioned on Cable Access TV

**30** – Number of times your Post was mentioned in a Newspaper story

**31** – Number of times your Post was mentioned in a newspaper letter to the editor

## **CEREMONIAL FUNERAL HONORS FOR VETERANS – POST SPONSORS**

- 32** – The Post has a Color Guard/ Firing Squad
- 33** – Your Post provided wake services honors to veterans
- 34** – Number of Funeral Honors provided **for veterans** by the Post
- 35** – Amount spent on funeral services

## **ECONOMIC**

- 36** – A member appointed by the Post Commander to be responsible for all Employment activities
- 37** – A member appointed by the Post Commander to be responsible for all Homeless Veterans activities
- 38** – Does the Post participate in Career Fairs?
- 39** – **Number of veterans** referred to a LVER (Local Veterans Employment Representative) or DVOP (Disabled Veteran Outreach Program) at an Employment Service Office
- 40** – **Number of veterans** placed in employment due to Post referrals
- 41** – **Number of veterans** place in a job training program
- 42** – A member of the Post participated in the programs: Employ Older Workers Week and/or Employer of the Year
- 43** – A member of the Post sent in award nomination forms (these are received by Department) for Homeless Veterans Outreach
- 44** – A member of the Post sent in award nomination forms (these are received by Department) for Employer of the Disabled
- 45** – A member of the Post sent in award nomination forms (these are received by Department) for Employer of Older Workers
- 46** – A member of the Post sent in award nomination forms (these are received by Department) for LVER (Local Veterans Employment Representative)
- 47** – A member of the Post sent in award nomination forms (these are received by Department) for DVOP (Disabled Veterans Outreach Program)
- 48** – A member of the Post sent in award nomination forms (these are received by Department) for a local Employment Service Office (One Stop, etc)
- 49** – A member of the Post sent in award nomination forms (these are received by Department) for the employer of veterans, large category (employs 200+ veterans)
- 50** – A member of the Post sent in award nomination forms (these are received by Department) for the employer of veterans, medium category (employs 50-200 veterans)
- 51** – A member of the Post sent in award nomination forms (these are received by Department) for the employer of veterans, small category (employs less than 50 veterans)

## **AMERICANISM**

- 52** – Number of boys the Post sponsored to Boys State
- 53** – Total amount Post spent on the Boys State program (registration, transportation, etc.)
- 54** – Amount of money the Post donated to The American Legion Legacy Scholarship Fund
- 55** – Does the Post participate in citizenship/naturalization activities?
- 56** – The Post sponsors an American Legion Baseball Team
- 57** – Amount of money donated to/spent on the Post Baseball Team (dinners, equipment, transportation, etc.)
- 58** – The post sponsors an athletic team other than Baseball
- 59** – Amount of money spent on athletic teams other than Baseball

- 60 – The Post sponsors a Scouting unit.
- 61 – Number of youths in the scouting program that is sponsored by the Post
- 62 – Amount of cash donations and items donated to Scouting Activities
- 63 – The Post held an American Legion Oratorical Contest
- 64 – Number of contestants at the Post contest
- 65 – Amount expended by the Post to hold an American Legion Oratorical Contest
- 66 – The Post bought and gave at least one School Award medal
- 67 – Number of medals bought and presented by the Post
- 68 – The Post participated in Education Week by going into the schools to educate the students (November)
- 69 – Number of schools assisted during Education Week
- 70 – Amount expended by the Post on Education Week activities (including car gas, materials for the students, etc)
- 71 – Number of scholarships awarded from the Post
- 72 – Total money amount of scholarships (from #71) given from the Post
- 73 – Man hours of members of the Post spent on education activities through the year
- 74 – Total amount of all other items spent of the Educational program in the past year
- 75 – Did the Post participate in the Vets in the classroom program?
- 76 – Number of Flag Education presentations (not # of flags) to local groups/organizations. EX: Mrs. Jones' classroom, Mr. Smith's classroom, the local Realty Company would be three (3) presentations.
- 77 – Amount the Post spent on Flags Education
- 78 – The Post participated in a Flag Day activity
- 79 – The Post participated in a 'Get Out the Vote' activity
- 80 – The Post participated in a Veterans' Day activity
- 81 – The Post participated in a Memorial Day activity
- 82 – The Post participated in a July 4<sup>th</sup> activity
- 83 – The Post participated in an American Legion Birthday activity
- 84 – The Post participated in a Four Chaplains Sunday activity
- 85 – Estimated number of man hours by Post members for **an event purposefully planned as a Post activity** for their community. These are not events already accounted for on the CPR. EX: Served cookies and drinks and held a card game contest at an old folks home, gave out presents and sang carols at a child care center, participated in a Thanksgiving Day parade, membership drives, etc.
- 86 – Amount of monies spent on accomplishing #85
- 87 – Number of students involved in the **Post sponsored** Shooting Sports program; teams or individuals
- 88 – Amount of monies spent on the Post sponsored Shooting Sports program
- 89 – Number of sponsored Jr. Shooting Sport Clubs
- 90 – Post participates in Operation Comfort Warriors
- 91 – Did your pots participate in Youth Law Cadet Enforcement Program
- 92 - Number of youth involved in the Youth Law Cadet Enforcement program

## **CHILDREN & YOUTH**

- 93** – Number of Children & Youth activities held. This does not include the Americanism or Education programs that include children. EX: helped children of soldiers, held a Christmas party, Easter egg hunt, etc.
- 94** – The amount of **cash** aid given to children from your Post
- 95** – The monetary amount of goods given to children from your Post. EX: Thanksgiving/Christmas dinner, Easter eggs, clothes/shoes (if you bought these items specifically to give it is still considered a goods item, not cash, because it was the item that was given. Buying a good means you know how much, but it is still a good given, not cash given.
- 96** – Number of children who were given aid from #94 and #95
- 97** – Number of volunteer hours Post members put in for Children & Youth programs/activities
- 98** – The Post participated in a Halloween Safety activity
- 99** – The Post participated in a Family Support Network activity
- 100** – Number of families assisted from Family Support Network
- 101** – The Post participated in a Health & Child Safety activity
- 102** – The Post participated in April is Children & Youth Month
- 103** – The Post participated in National Family Week
- 104** – The Post participated in Temporary Financial Assistance
- 105** – Total amount of money spent in an Administrative fashion to hold Children & Youth activities. EX: paper, crayons, pencils, pens, ink, equipment, etc.
- 106** – Total monies spent from the Post on Children & Youth activities. EX: parties, dinners, prizes, gifts, etc
- 107** – Total monies spent from the Post on all Children & Youth activities not already covered on this CPR
- 108** - Total monies given to the Family Support Network from the Post (even if already accounted for on this CPR)
- 109** – Total monies given to Temporary Financial Assistance from the Post (even if already accounted for on this CPR)
- 110** – Total monies given to American Legion Endowment Fund from the Post (even if already accounted for on this CPR)
- 111** – Total monies given to all other CHILD service charities not already accounted for on this CPR

## **INTERNAL AFFAIRS**

- 112** – The Post has an American Legion Riders program
- 113** – Number of Legion Family members participating as members in the Legion Riders program
- 114** – Amount donated to the National Emergency Fund by your Post
- 115** – Amount donated to the Support Our Troops program by your Post
- 116** – Number of volunteer hours to the Support Our Troops program by members of your Post
- 117** – Number of Post members who volunteered for the Support Our Troops program
- 118** – Amount raised by your Post for anything not already on this form
- 119** – Check this box if the Post has an Amateur Radio Club