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

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 JORTC 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

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 100th 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
The Post sponsors a Scouting unit.

Number of youths in the scouting program that is sponsored by the Post

Amount of cash donations and items donated to Scouting Activities

The Post held an American Legion Oratorical Contest

Number of contestants at the Post contest

Amount expended by the Post to hold an American Legion Oratorical Contest

The Post bought and gave at least one School Award medal

Number of medals bought and presented by the Post

The Post participated in Education Week by going into the schools to educate the students (November)

Number of schools assisted during Education Week

Amount expended by the Post on Education Week activities (including car gas, materials for the students, etc)

Number of scholarships awarded from the Post

Total money amount of scholarships (from #71) given from the Post

Man hours of members of the Post spent on education activities through the year

Total amount of all other items spent of the Educational program in the past year

Did the Post participate in the Vets in the classroom program?

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.

Amount the Post spent on Flags Education

The Post participated in a ‘Get Out the Vote’ activity

The Post participated in a Veterans’ Day activity

The Post participated in a Memorial Day activity

The Post participated in a July 4th activity

The Post participated in an American Legion Birthday activity

The Post participated in a Four Chaplains Sunday activity

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.

Amount of monies spent on accomplishing #85

Number of students involved in the Post sponsored Shooting Sports program; teams or individuals

Amount of monies spent on the Post sponsored Shooting Sports program

Number of sponsored Jr. Shooting Sport Clubs

Post participates in Operation Comfort Warriors

Did your pots participate in Youth Law Cadet Enforcement Program

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