

REQUIRED	
POST#	DIST#

2023-2024 POST INFORMATION & OFFICER REPORT

DEPT. USE ONLY

MAKE SURE EACH SECTION IS COMPLETED AND CORRECT

PRINT OR TYPE CLEARLY

DUE TO DEPT. HQ NO LATER THAN JUNE 1, 2023

ALL FIELDS REQUIRED

Post Mailing Address:					
Post Physical Address:					
Is this the Post Home? Yes / No		If No, Post Meets at:			
UPS Shipping Address (if different from mailing address, No P.O. Box)					
Post Phone#:		Post Fax#:		Post Dues: \$	
Post E-mail Address:			Post Website:		
Meeting Day & Time:					
Does post have: Auxiliary Unit? Yes / No		SAL Squadron? Yes / No		ALR Chapter? Yes / No	
Post Lounge: Yes / No	Liquor License: Yes / No	Bingo: Yes / No	Smoking: Yes / No	Food: Yes / No	
Post Service Officer: Yes / No		Color Guard: Yes / No		Event Space for Rent: Yes / No	
Date of Last 990 Filed:		Date Annual Incorporation Filed:		Additional Insurance Certificate Filed with National: Yes / No	
2023-2024 COMMANDER			2023-2024 ADJUTANT		
Member ID#:			Member ID#:		
Name:			Name:		
Home Address:			Home Address:		
City, State, Zip:			City, State, Zip:		
Home Phone#:			Home Phone#:		
Cell Phone#:			Cell Phone#:		
Work Phone#:			Work Phone#:		
Fax#:			Fax#:		
E-mail Address:			E-mail Address:		

I HEREBY CERTIFY the above officers, whose eligibility in The American Legion I have certified, were duly elected in accordance with the Post's Constitution and ByLaws.

Current Post Adjutant Signature

Date

2023-2024

POST INFORMATION & OFFICERS REPORT

- **Print Clearly.** Officer information that is incomplete or information that is unreadable cannot be processed.
- **Fill in EVERY Section, even if the information has not changed from last year.** If there is no information for a section, please put N/A.
- **Ensure that all information provided for the 2023-2024 Post Information & Officer Report is current and accurate.** Please note that the Commander and Adjutant information provided will appear in the Department Roster and a Post address, including zip code, that is incomplete will not receive Department mailings.
- All Post Commander and Adjutant positions **must have a valid member number included** on the form.
- **Forms that are not signed and dated cannot be processed.**
- All forms must **indicate the Post number** that the changes are to be made under.
- Complete and **return this form immediately upon completion of your 2023-2024 Post Elections** in the envelope marked "POST OFFICERS REPORT"
- **Deadline - no later than June 1, 2023.**

IMPORTANT NOTES

- **Your Post delegation to the Department Convention will not be seated unless this completed form is received by Department Headquarters.**
- **2022-2023 membership cards will not be released to the Post until all End of Year reports have been received by Department Headquarters.**
- The importance of a completed form that is signed, provides the Department with the ability to make changes to the roster and retain authorized documentation that those changes were requested. **Incomplete forms will not be entered until the information can be verified.**

Post information not submitted by due date will be omitted from the Department Roster. National will not be notified of changes until July 15th, 2023.