

CPR INSTRUCTIONS FOR **Submitting Department Addendum** **AND National Consolidated Post Report Online**

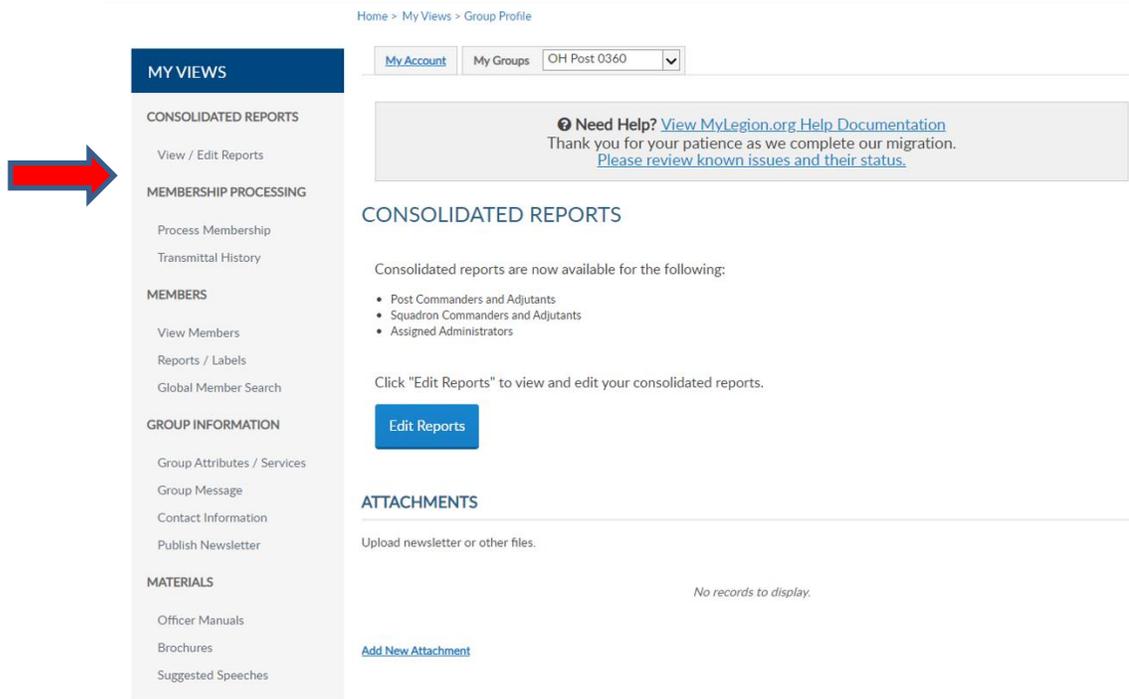
This information will be compiled with all other Posts nationwide and put into a summary which is then sent to Congress. This summary is “us” when the National Commander testifies on behalf of The American Legion. This information also gives the Department Committee Chairmen a simplified source that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

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

For ease and convenience, the National Consolidated Post Report and Department Addendum can also be completed online. The Consolidated Post Report can be found at myLegion.org, under the Consolidated Reports section, and available only to Post Commanders and Adjutants. The Department Addendum can be found at floridalegion.org, under the Resources section.

CPR

- Login to MyLegion and click on MyGroups making sure you have chosen the correct group.
- Click on Edit Reports or View/Edit Reports form the left menu. The dashboard with Consolidated Report options is restricted to Post Adjutants. Post Adjutants have access to Post and Squadron Reports.



The screenshot shows the MyLegion.org user interface. At the top, there is a navigation bar with "Home > My Views > Group Profile". Below this, there are tabs for "My Account" and "My Groups", with "OH Post 0360" selected. A red arrow points to the "MY VIEWS" sidebar menu, which contains several categories: "CONSOLIDATED REPORTS" (with a sub-item "View / Edit Reports"), "MEMBERSHIP PROCESSING", "MEMBERS", "GROUP INFORMATION", and "MATERIALS". The "Edit Reports" button is highlighted in blue in the "CONSOLIDATED REPORTS" section. The main content area shows a message about migration and a "CONSOLIDATED REPORTS" section with a list of roles and an "Edit Reports" button.

- The My Consolidated Reports window will open. This window provides information for Open, Closed, and All reports. The default is **Open** and the current year’s report will be visible for your Post. The status will show as **Draft** until you submit it. Click Edit to open the report.

MY CONSOLIDATED REPORTS

[My Reports Activities](#) ▾

Open Closed All

Displaying 2 of 2

Post/Squadron	Report	Submitted	Status	Actions
IN Post 0391	2020-2021 Consolidated Post Report	--	Draft	Edit Delete
IN Sqdn 0391	2020-2021 Consolidated Squadron Report	--	Draft	Edit Delete

Displaying 2 of 2



- In Preview and Final Steps, click Edit to open the report to update.



PREVIEW AND FINAL STEPS

You have reached the final step of the process.
 The information can be reviewed below.
 To complete this process, please select an option from the choices below.
 Upon submission, the information will no longer be editable and it will be moved to the reviewing stage.

CONTACT INFORMATION

Post/Squadron
 IN Post 0391
 AMERICAN LEGION POST 0391
 Fortville, IN 46040-1423

CONTENT & MATERIALS

[Edit](#)



* Required

[Previous](#)

[Save as Draft](#)

[Submit Final](#)

- You are now on the Post/Squadron Information page. Report information provides filed boxes to include data. **Leave 1-Batch Number field blank.** The number located at the lower right indicates the maximum characters allowed. Tab to go from one field to the next or scroll and click. The report is no

longer completed in sections.



POST/SQUADRON INFORMATION

Please complete the following submission information:

* Required

Entity Info

Paid-to-Date Membership Count, Current Year

97 

Veterans Affairs & Rehabilitation

Number of cases handled by Service Officer(s)

9

Emergency aid given to veterans from Post funds

5

Nbr. volunteer hours recorded at VA hospitals

8

- It is one continuous form. Located at the bottom of the form are the buttons to Save as Draft, Cancel, and Next to navigate to Preview and Submit. You can click Save as Draft which allows you to save your work to continue or revise entries at a later time. The form also saves automatically – if you forget to click Save as Draft, you're work will still be saved. Clicking Next will move you through the rest of the form. The final page provides a Submit Final button to finalize the report.



- For questions regarding costs **round your answer to the nearest dollar**. Do not report cents.
- **Everything does not have to be filled**. If your Post has only one program, then that is all you can report and need to fill in.
- Cooperation between several Post Officers and/or Chairs 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.

- Once all sections are completed, click the Submit Final button to save changes and submit your file to National Headquarters. Department Headquarters will also receive a copy of each submitted report.

2020-2021 Consolidated Post Report | Status: Draft

Post/Squadron Information | Report Information | Preview/Submission

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 Fortville, IN 46040-1423

CONTENT & MATERIALS | [Edit](#)

* Required

Previous | Save as Draft | **Submit Final** ←

- To print the report, click “Print Friendly View” link that displays the report questions and answers. Another print link appears. Click “Print.” This report can be saved as a PDF or sent to your printer.

Addendum

- Click on [COMPLETE ADDENDUM CPR ONLINE NOW](#) under the CPR and Addendum section of Resources.

Department Addendum (CPR)



- [Complete Addendum Online](#)
- [Download Addendum Form](#)

- The Addendum is broken down into six (6) sections – Americanism; Children & Youth; Internal Affairs; National Security; Veterans Affairs & Rehabilitation; and Project: VetRelief
- Some questions can be answered by clicking in the provided. An ✓ means “Yes.” A blank means “No.”
- For questions regarding costs **round your answer to the nearest dollar.** Do not report cents.
- 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 Chairs may be necessary to complete the CPR and Addendum. 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.

**** 1st DEADLINE: May 4 ****

INSTRUCTIONS FOR
Submitting Department Addendum
AND National Consolidated Post Report Paper Forms

**Please return the National CPR AND the Addendum CPR in the
blue return envelope labeled “Addendum & National CPR”**

Keep a copy of the National CPR and Department Addendum CPR for Post records

- **Print Clearly!**
- Be sure your Post number is entered at the top of the 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 \$.30 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 Program Chairs 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.



National Consolidated Post Report

Explanation

Return to Department or 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 – Has 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.

13 – The Post participates in the Be The One Program.

14 – Number of Post members who participated in Be The One training.

15 – Number of Be The One events held at Post

NATIONAL SECURITY

16 – Number of pints of blood donated, to any account, by members of the Post.

17 – Number of Post members who donated blood to any account.

18 – Number of ROTC medals the Post presented.

19 – Has a member appointed by the Post Commander to be responsible for all National Security activities.

20 – The Post participates in the Crime Prevention/ Law & Order Program.

21 – The Post participates in the Fire Prevention/Protection Program.

22 – The Post Participates in the Homeland Sec/Disaster Relief & Citizen Corps Program (Disaster Prep).

23 – Has a member appointed by the Post Commander to be responsible for all POW/MIA activities.

24 – The Post participates in nominating/awarding a Law Enforcement Officer of the Year.

25 – The Post participates in nominating/awarding a Firefighter of the Year.

26 – The Post has a Color Guard/ Firing Squad.

27 – Number of Funeral Honors provided **for veterans** by the Post.

28 – Amount spent on funeral services.

29 – Post has ceremonial rifles or a static display to honor veterans.

30 – Amount of equipment (rifles, cannons, displays, etc.) owned by the Post.

MEDIA & COMMUNICATIONS

31 – Has a member appointed by the Post Commander to be responsible for all Public Relations activities.

32 – The Post creates and sends out a publication (bulletin/newsletter).

33 – Has a web site about the post maintained by the post.

34 – Sends out a newsletter via email.

35 – Has Post social media accounts maintained by the Post. Does your Post have Twitter, Facebook, Instagram, etc.?

36 – Number of times your Post was mentioned on the radio.

37 – Number of times your Post was mentioned on TV.

38 – Number of times your Post was mentioned in a newspaper story.

VETERANS EMPLOYMENT & EDUCATION

39 – Has a member appointed by the Post Commander to be responsible for all Employment activities.

40 – Has a member appointed by the Post Commander to be responsible for all Homeless Veterans activities.

41 – Does the Post participate in career fairs?

42 – **Number of veterans** referred to a LVER (Local Veterans Employment Representative) or DVOP (Disabled Veteran Outreach Program) at an Employment Service Office.

43 – **Number of veterans** placed in employment due to Post referrals.

44 – **Number of veterans** placed in a job training program.

45 – Does the Post promote programs such as the Employment Awards?

46 – A member of the Post sent in award nomination forms to Department for Homeless Veterans Outreach.

47 – A member of the Post sent in award nomination forms to Department for Employer of the Disabled.

48 – A member of the Post sent in award nomination forms to Department for Employer of Older Workers.

49 – A member of the Post sent in award nomination forms to Department for LVER (Local Veterans Employment Representative).

50 – A member of the Post sent in award nomination forms to Department for DVOP (Disabled Veterans Outreach Program).

51 – A member of the Post sent in award nomination forms to Department for a local Employment Service Office.

52 – A member of the Post sent in award nomination forms to Department for the employer of veterans, large category (employs 200+ veterans).

53 – A member of the Post sent in award nomination forms to Department for the employer of veterans, medium category (employs 50-200 veterans).

54 – A member of the Post sent in award nomination forms to Department for the employer of veterans, small category (employs less than 50 veterans).

AMERICANISM

55 – Number of boys/delegates the Post sponsored to Boys State.

56 – Total amount Post spent on the Boys State program (registration, transportation, etc.).

57 – Amount of money the Post donated to The American Legion Legacy Scholarship Fund.

58 – Does the Post participate in citizenship/naturalization activities?

59 – The Post sponsors an American Legion Baseball Team.

60 – Amount of money donated to/spent on the Post Baseball Team (dinners, equipment, transportation, etc.).

61 – The post sponsors an athletic team other than American Legion Baseball.

62 – Amount of money spent on athletic teams other than American Legion Baseball.

63 – The Post sponsors a Scouting unit.

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

- 65 – Amount of cash donations and items donated to Scouting Activities.
- 66 – The Post held an American Legion Oratorical Contest.
- 67 – Number of contestants at the Post contest.
- 68 – Amount expended by the Post to hold an American Legion Oratorical Contest.
- 69 – The Post bought and gave at least one School Award medal.
- 70 – Number of medals bought and presented by the Post.
- 71 – The Post participated in Education Week by going into the schools to educate the students (November).
- 72 – Amount expended by the Post on Education Week activities (including gas, materials for the students, etc.).
- 73 – Number of scholarships awarded from the Post.
- 74 – Total dollar amount of scholarships (from #73) given by the Post.
- 75 – The Post participated in Vets in the Classroom.
- 76 – Total amount spent for Vets in the Classroom.
- 77 – The Post participated in a Flag Day activity.
- 78 – The Post participated in a ‘Get Out the Vote’ activity.
- 79 – The Post participated in a Veterans Day activity.
- 80 – The Post participated in a Memorial Day activity.
- 81 – The Post participated in an American Legion Birthday activity.
- 82 – The Post participated in a Four Chaplains Sunday activity.
- 83 – 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 folk’s home, gave out presents and sang carols at a childcare center, participated in a Thanksgiving Day parade, membership drives, etc.
- 84 – Amount of monies spent on accomplishing #83.
- 85 – Number of clubs involved in the **Post sponsored** Shooting Sports program; teams or individuals.
- 86 – Number of youths involved in the **Post sponsored** Shooting Sports program; teams or individuals.
- 87 – Cost of Shooting Sports program to the Post.
- 88 – Did your Post participate in Youth Law Cadet Enforcement Program?
- 89 – Number of youths involved in the Youth Law Cadet Enforcement program.
- 90 – Total amount spent by the Post on the Youth Law Cadet program.
- 91 – Number of people participating in National Day of Prayer.

CHILDREN & YOUTH

- 92 – 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.
- 93 – The amount of **cash aid** given to children from your Post.
- 94 – 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.
- 95 – Number of children who were given aid from #93 and #94.
- 96 – Number of volunteer hours Post members put in for Children & Youth programs/activities.
- 97 – The Post participated in a Halloween Safety activity.

- 98** – The Post participated in a Health & Child Safety activity.
- 99** – The Post participated in April is Children & Youth Month.
- 100** – The Post participated in National Family Week.
- 101** – Total monies spent from the Post on Children & Youth activities. EX: parties, dinners, prizes, gifts, etc.
- 102** – The Post participated in Temporary Financial Assistance.
- 103** – Total monies given to Temporary Financial Assistance from the Post (even if already accounted for on this CPR).
- 104** – Total amount of money spent in an administrative fashion to hold Children & Youth activities. EX: paper, crayons, pencils, pens, ink, equipment, etc.
- 105** – Total monies given to all other CHILD service charities not already accounted for on this CPR.
- 106** – Total monies given to all other CHILD service/youth organizations not already accounted for on this CPR.
- 107** – Total amount donated to the Veteran & Children Foundation.

INTERNAL AFFAIRS

- 108** – The Post has an American Legion Riders program.
- 109** – Number of Legion Family members participating as members in the Legion Riders program.
- 110** – Amount of donations collected through ALR events.
- 111** – Cost to the Post for ALR operations and events.
- 112** – Number of miles through ALR events
- 113** – The Post has a Sons of the American Legion squadron.
- 114** – Number of members belonging to the Post's SAL squadron.
- 115** – The Post donated to the National Emergency Fund.
- 116** – Cost to the Post for NEF operations, EX: cost to collect and distribute supplies such as food, clothing, toiletries, to those effected by disaster.
- 117** – Amount donated to the National Emergency Fund by the Post.
- 118** – Check this box if the Post has an Amateur Radio Club.
- 119** – Cost to the Post for the Amateur Radio Club.
- 120** – Does the Post participate in the Buddy Check program?
- 121** – How many members were contacted by the Post through the Buddy Check program?
- 122** – The Post participated in Legion Family Days activities.
- 123** – Number of events hosted for Legion Family Days.
- 124** – The Post planned or participated in an Operation Comfort Warriors event.
- 125** – Amount raised by your Post for anything not already on this form.
- 126** – Number of volunteer man hours by your Post membership for anything not already on this form.



Addendum – CPR

Explanation

Return to Department or submit online at floridalegion.org

Post Number

AMERICANISM

- 1 – How many Teacher of the Year applications were handed out.
- 2 – How much the Post spent of Americanism Activities/ Events.
- 3 – 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.
- 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 Trophies/Awards given toward the Baseball program.
- 6 – Number of miles the Baseball Team had to travel to and from games.
- 7 – 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.
- 8 – Cost of transporting boys to FSU and back for the Boys State program.
- 9 – **Number** of certificates and/or awards given for the Boys State program.
- 10 – **Cost** of the certificates and awards given for the Boys State program.
- 11 – 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.
- 12 – Did the Post use the available Florida American Legion Boys State videos to promote the program in schools, meetings, community events, etc.?
- 13 – Number of flags given, ALL sizes, even cemetery and tabletop.
- 14 – Number of Flag Etiquette Books (Emblem Sales) given to schools or businesses.
- 15 – Number of Flag Certificates given by your Post to schools or businesses.
- 16 – 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.
- 17-19 – Number of Military Excellence medals given to College and/or High School Cadets.
- 20-22 – Number of Scholastic Excellence medals given to College and/or High School Cadets.
- 23 – Number of **College** ROTC units the Post served in any capacity.
- 24 – Number of **High School** JROTC units the Post served in any capacity.
- 25 – Number of dinners, dances, or balls sponsored for ROTC and JROTC units.
- 26 – Monetary amount of sponsoring a dinner/dance/ball (food, dining utensils, napkins, drinks, utility costs, paid servers, clean up service, etc.) for any/all units.
- 27 – Cost of awards given to JROTC units (certificates, trophies, scholarships, etc.).

- 28** – 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.
- 29** – Number of School Medals given to any **Elementary** School.
- 30** – Number of School Medals given to any **Middle** School.
- 31** – Number of School Medals given to any **High** School.
- 32** – Number of School Medals given to any **College**.
- 33** – Monetary amount of all School Medals/trophies/certificates given to any school.
- 34** – 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.
- 35-38** – Number of Cub Scout Packs, Scouting Troops, Venturing Crews, and/or Explorer Posts your **Post chartered**.
- 39-42** – Number of Cub Scout Packs, Scouting Troops, Venturing Crews, and/or Explorer Posts your **Post supported in any way**.
- 43-46** – Number of **youth involved** in Cub Scout Packs, Boy Scout Troops, Venturing Crews, and/or Explorer Posts.
- 47** – Number of Eagle Scout Certificates your Post presented.
- 48** – Number of Legion Square Knot presentations your Post made.
- 49** – Number of hours spent on any aspect of the Boy Scouts of America program.
- 50-53** – Number of Sea Cadet Divisions, Squadrons, Battalions, or Training Ships your **Post supported in any way**.
- 54-57** – Number of **youth involved** in Sea Cadet Divisions, Squadrons, Battalions, or Training Ships supported by the Post.
- 58** – Monetary amount of sponsoring any/all Sea Cadet units.
- 59** – Any time spent on the Sea Cadet 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.
- 60** – Number of schools your post supported for the Shooting Sports program.
- 61** – 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.

CHILDREN & YOUTH

- 62** – Put an “X” in the if your Post participated in Child Welfare Foundation.
- 63** – Put an “X” in the if your Post participated in Youth Suicide Prevention.
- 64** – Put an “X” in the if your Post participated in Drug & Alcohol Abuse Education.
- 65** – Put an “X” in the if your Post participated in Child Health & Safety.
- 66** – 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.
- 67** – Number of Temporary Financial Assistance applications received by the Post.
- 68** – Number of Family Support Network referrals received by the Post.

- 69 – Monetary donations sent directly to Special Olympics from the Post.
- 70 – 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.
- 71 – Monetary amount spent putting on a picnic or party for Special Olympians.
- 72 – Number of Special Olympians served (parking/security/food serves all Olympians involved in the event).
- 73 – Number of Post members who volunteered for the Special Olympics.
- 74 – 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.

INTERNAL AFFAIRS

- 75 – Number of Legion Riders who are Legionnaires.
- 76 – Number of Legion Riders who are SAL members.
- 77 – Number of Legion Riders who are Auxiliary members.
- 78 – Number of Legion Riders Supporters.
- 79 – Number of Legion Riders Future Riders.
- 80 – Total monetary donation(s) made by the Legion Riders.
- 81 – Number of miles traveled by the Legion Riders.

NATIONAL SECURITY

- 82 – Number of blood drives held by your Post.
- 83 – Number of certificates or awards given to Law Enforcement Officers.
- 84 – Number of certificates or awards given to Firefighters.
- 85 – Number of certificates or awards given to EMT/Paramedics.
- 86 – Monetary amount of sponsoring an awards ceremony for Law Enforcement Officers, Firefighters, and EMT/Paramedics combined.
- 87 – 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.

VETERANS AFFAIRS & REHABILITATION

- 88 – Number of veterans assisted by Post Service Officers.
- 89 – Put an "X" in the if your Post lends medical equipment to veterans or their dependents.
- 90 – Number of veterans who borrow the Post's medical equipment.
- 91 – Number of dependents who borrow the Post's medical equipment.
- 92 – Number of volunteers who regularly schedule time with the VA Voluntary Service program.
- 93 – Time spent by volunteers who regularly schedule time with the VA Voluntary Service program.
- 94 – Number of volunteers who only occasionally volunteer with the VA Voluntary Service program.
- 95 – Time spent by volunteers who only occasionally volunteer with the VA Voluntary Service program.
- 96 – Number of certificates or awards given to VA Voluntary Service volunteers.

PROJECT: VETRELIEF

- 97 – Number of hours Post Service Officer(s) spent on financial assistance cases.
- 98 – Monetary amount of how much Post has donated to Project: VetRelief.

**** 1st DEADLINE: May 4 ****