The Consolidated Post Report was established in 1975 in order to assist departments in the documentation of the various activities a specific post has done during the twelve-month reporting period, June 1 through May 31. The Consolidated Post Report (CPR) may be the most important document your post will complete this year. Your post’s information, combined with that of other posts, is used when the National Commander and others testify on Capitol Hill on behalf of all veterans. Each post has a story to tell and when we speak collectively our strength is magnified.

If your post did not participate in a program listed on the report, or if you simply can't get the information by the requested date, leave the section blank. If the post only has one program, then that should be the one reported. If you can't get exact amounts or numbers, please make a reasonable estimate.

Many questions call for figures, such as the number of Funeral Honors provided or the number of cases handled by the post service officer. Some of the items being assessed, like The American Legion National Emergency Fund, ask for the number of dollars spent. Do not report cents. Round your response to the nearest dollar.

All answers to the boxes and the fill-ins should be typed or printed clearly using a pen with black or dark blue ink. Some questions can be answered by putting an “X” in the provided. An “X” means “Yes.” A blank means “No.”

You can also complete and submit your CPR information from myLegion.org using the online form. Make sure you have all your information ready, then simply sign-on and look for Consolidated Post Report under the “post and department” options. After completing the form, click on the “Submit” button to send the report to National Headquarters; a copy will automatically be sent to your department headquarters, as well. The on-line CPR form will be made available each year after the blank forms are distributed to the departments (usually in February). On-line submission will be available at myLegion.org through July 1st, the cutoff for receipt of forms at National Headquarters.

When using the paper form, send the original and one copy to your department headquarters by the date they specify. Keep the third copy for your post records.

Your post will undoubtedly have activities which cannot be adequately covered on the report form (for example, the number of Post Chaplain visitations and services performed each year). If so, attach a written description with pictures and articles, if applicable, to the national and department copies of the form. The narrative report will be reviewed by personnel at National Headquarters responsible for specific programs and shared with The American Legion Magazine staff.

Your report is a measure of performance for your post and shows you are

“STILL SERVING AMERICA”

Department Reminder: July 1 is the final date for transmittal to National Headquarters for post reports to be included in the national tabulation for the specified reporting year.