



2022-2023

# THE AMERICAN LEGION

## CONSOLIDATED POST REPORT

The Consolidated Post Report (CPR) 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 CPR may be the most beneficial document the post will complete. The post's information, combined with that of other posts, is used when the National Commander and others testify on Capitol Hill as mandated by our federal charter. Each post has a story to tell and when we speak collectively our strength is magnified.

If the post did not participate in a program listed on the report, or if unable to 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 the 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."

The CPR can also be completed online on [myLegion.org](http://myLegion.org). Make sure to have all the information ready, then simply sign-on and look for **Consolidated Post Reports** on the left sidebar. 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](http://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 the department headquarters by the date specified. Keep the third copy for the post records. Paper forms may be scanned and sent directly to national at [mssforms@legion.org](mailto:mssforms@legion.org).

The 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.

The CPR is a measure of performance for the post and shows it is  
**"VETERANS STRENGTHENING 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.**