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The Consolidated Post Report (CPR) may be the most important document your post will complete this year. Please help us to recognize all your post's activities, programs and volunteer hours by submitting your CPR to Department Headquarters by May 20th, 2016



2015-2016

The American Legion

CONSOLIDATED POST REPORT

Legionnaires,

In 1975, the American Legion established a Consolidated Post Report. The Report began to assist Departments around the world to document the various activities and good works performed by Posts in their community during the twelve-month period from June 1st through May 31st.

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, forms the basis of the testimony when the National Commander and others testify on Capitol Hill on behalf of all veterans. The higher the reporting numbers, the louder our voice becomes in our advocacy for helping Veterans.

Please advise your Post Leadership all your volunteer hours and activities. Post Officers, please complete the Consolidated Post Report and submit it to Department Headquarters prior to May 20th, the deadline.

If, when filling out the form, your Post did not participate in a

program listed on the report, or if you simply can't get the information by the deadline, leave the section blank. If your post only has one program, then that should be the one reported. If you can't get the 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.

If your post had projects, activities or events which cannot be adequately covered on the report form, attach a written description with pictures and articles, if applicable, to the national and department copies of the form.

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.

If you would rather submit your report on the paper form, send the original and one copy to Department Headquarters, 1708 Commonwealth Ave., Richmond, VA 23230 to be received no later than May 20th. [You can download the form by clicking on this sentence.](#)

Thank you in advance for your submission, we are hopeful we will have 100 Percent Post reporting this year.

My sincere thanks for all you do for our Veterans, their families and the community.



Dale D. Chapman, Department Adjutant
The American Legion
Department of Virginia
[Department Website](#)

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