

NATIONAL AND DEPARTMENT FORMS



Post Data Form

REPRINT



ANNUAL POST DATA REPORT 2019-2020 Membership

OR- AMERICAN LEGION POST _____ Year _____ District _____ Data as of _____

Post's Legal Name (as shown on Post Charter): _____ Post Location (as shown on Post Charter): _____

(Contact your Department Headquarters immediately if any of the information above is incorrect.)

Please type or print in ink; and forward to the Department by **April 15, 2019**

CURRENTLY ON FILE:

1) Post's Home (Physical) Address:

CHANGE OR CORRECTION:

2) Post's Mailing Address:

3) Post's Dues Mailing Address:

Note: If the above address contains a member's name or is being sent to a member's home address as the contact, please provide the member's ID#.

□ □ □ □ □ □ □ □ □ □

4) Current Annual Post Dues: \$

Note: All new dues rates will be effective July 1st (1st renewal notice) unless an alternate Effective Date is entered.

2020 Dues will be \$ □ □ □ □ □ □

Effective Date □ □ / □ □ / □ □ □ □ □ □
Month Day Year

5) Post's Telephone Number:

□ □ □ □ - □ □ □ □ - □ □ □ □ □ □

6) Post's Fax Number:

□ □ □ □ - □ □ □ □ - □ □ □ □ □ □

Note: Please **DO NOT** use personal phone numbers of members.

7) Post's Email Address:

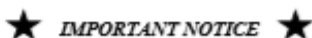
8) Post's Internet Website:

9) Post's Meeting Date & Time:

10) Check here if your Post has a Legion Riders chapter.

Post Adjutant or Commander Signature


Date



Complete and return this form to your Department Headquarters no later than **April 14, 2019**. Failure to meet this deadline may cause the first 2020 Renewal Notices to be mailed with incorrect information.
(Detailed instructions on reverse side)

Post Data Form

- Used by National
 - Post Address
 - Post Phone Number
 - Post WEB Page
 - Post Meeting Date and Time
 - ***** Post Dues *****

 - Due at Department April 15th
- 

Confidential List Report

2019 - 2020 CONFIDENTIAL LIST REPORT

This form must be completed and sent to Department Headquarters
with the information for this coming 2019 - 2020 Legion Year by **May 15, 2019.**

NOTE: Without this information, the 2019-2020 Confidential Roster will show "OLD" information.

POST NAME: _____ POST NO. _____ DIST. NO. _____

PLACE OF POST MEETINGS: Street Address _____
Mailing Address _____
City: _____ Oregon Zip: _____

MEETINGS HELD ON _____ TIME OF MEETING _____AM/PM

AMOUNT OF POST DUES \$ _____ (Note: you need to also have sent in Post Data Form to change dues.)

POST PHONE _____ OTHER POST CONTACT PHONE NUMBER _____

POST E-MAIL ADDRESS _____

SPECIAL NOTE: Does Post mail go to Post Address: _____ or Adjutant's/Commander Home Address _____?

2019-2020 COMMANDER	MEMBER ID NUMBER	HOME PHONE	CELL PHONE
---------------------	---------------------	------------	------------

Commander's Mailing Address:

_____ City _____ St _____ Zip: _____

E-MAIL _____ BUSINESS PHONE: _____

2019-2020 ADJUTANT	MEMBER ID NUMBER	HOME PHONE	CELL PHONE
--------------------	---------------------	------------	------------

Mailing Address:


_____ City _____ St _____ Zip: _____

E-MAIL _____ BUSINESS PHONE: _____

Deadline: May 15, 2019

One Copy to Department Headquarters - - One Copy for Post files

Confidential List Report

- Used by Department and District officers and Committee Chairs.
 - Post Address
 - Post Phone Number
 - Post Meeting Date and Time
 - Post Dues
 - Commander's Information
 - Adjutant's Information
 - Due at Department May 15th
- 
- A series of several parallel white diagonal lines are located in the bottom right corner of the slide, extending from the right edge towards the bottom center.

Consolidated Post Report



THE AMERICAN LEGION | CONSOLIDATED POST REPORT

2019 - 2020

Department of (1) _____ Post No. (2) _____ District No. (3) _____

Final 2019 Membership (4) _____ City (5) _____ State (6) _____

VETERANS AFFAIRS AND REHABILITATION

- | | | | |
|----|---|----|---|
| 7 | no. of cases handled by service officer(s) | 8 | \$_____ emergency aid given to veterans from post funds |
| 9 | no. of volunteer hours recorded at VA hospitals | 10 | \$_____ contributions to VA Voluntary Service program |
| 11 | <input type="checkbox"/> has a VA Voluntary Service coordinator | 12 | no. of VA Voluntary Service volunteers |

NATIONAL SECURITY

- | | | | |
|----|---|----|---|
| 13 | Blood Donor program - no. of pints donated | 14 | Blood Donor program - no. of blood donors |
| 15 | ROTC medals - no. presented by post | 16 | <input type="checkbox"/> has a National Security chairperson |
| 17 | <input type="checkbox"/> has a Crime Prevention Law and Order program | 18 | <input type="checkbox"/> has a Fire Prevention/Protection program |
| 19 | <input type="checkbox"/> participates in Homeland Sec/Disaster Relief | 20 | <input type="checkbox"/> has a POW/MIA chairperson |
| 21 | <input type="checkbox"/> has Law Enforcement of the Year program | 22 | <input type="checkbox"/> has Fire Fighter of the Year program |

PUBLIC RELATIONS

- | | | | |
|----|---|----|---|
| 23 | <input type="checkbox"/> has a PR chairperson/officer | 24 | <input type="checkbox"/> produces a post publication |
| 25 | <input type="checkbox"/> maintains a website | 26 | no. of annual community events post participates |
| 27 | <input type="checkbox"/> participates in Operation Combat Wonders | 28 | no. of post social media accounts (Facebook, Twitter, etc.) |
| 29 | no. of times post mentioned on radio | 30 | no. of times post mentioned on TV |
| 31 | no. of times post mentioned on cable access TV | 32 | no. of times post mentioned in newspaper (stories) |
| 33 | no. of times post mentioned in newspaper (letters to editor) | | |

CEREMONIAL HONORS FOR VETERANS - POST SPONSORS:

- | | | | |
|----|---|----|---|
| 34 | <input type="checkbox"/> post has color guard / firing squad | 35 | <input type="checkbox"/> wake services honors provided for veterans |
| 36 | no. of funeral honors provided for veterans | 37 | \$_____ funeral cost to post |
| 38 | <input type="checkbox"/> post has ceremonial rifles or static display | 39 | no. of equipment (guns, cannons, displays, etc.) |

VETERANS EMPLOYMENT AND EDUCATION

- | | | | |
|----|--|----|---|
| 40 | <input type="checkbox"/> has employment chairperson | 41 | <input type="checkbox"/> has Homeless Veterans chairperson |
| 42 | <input type="checkbox"/> participates in career fairs | 43 | no. of veterans referred to EVER or DVOP |
| 44 | no. placed in employment | 45 | no. placed in job training program |
| 46 | <input type="checkbox"/> promotes programs such as Employer of the Year | 47 | <input type="checkbox"/> post submitted award: Homeless Veterans Outreach |
| 48 | post submitted award: Employer of the Disabled | 49 | post submitted award: Employer of Older Workers |
| 50 | <input type="checkbox"/> award to Local Veteran Employment Representative (EVER) | 51 | <input type="checkbox"/> award to Disabled Veterans' Outreach Program (DVOP) |
| 52 | <input type="checkbox"/> award to local office | 53 | <input type="checkbox"/> award for Employer of veterans, large CAU+200 employees |
| 54 | <input type="checkbox"/> award to Employer of veterans, med CAU/50-200 employees | 55 | <input type="checkbox"/> award for Employer of veterans, small CAU/less than 50 emp |

AMERICANISM

- | | | | |
|----|---|----|--|
| 56 | Boys State - no. of boys sponsored | 57 | \$_____ Boys State - cost to post |
| 58 | American Legion Legacy Scholarships - amt donated | 59 | <input type="checkbox"/> participates in citizenship/naturalization activities |
| 60 | Baseball - American Legion Baseball team sponsored | 61 | \$_____ cost of baseball team sponsorship |
| 62 | <input type="checkbox"/> other athletic teams sponsored | 63 | \$_____ cost of other teams |
| 64 | Scouting - sponsors scout unit(s) | 65 | no. of youths in Legion Scouting |
| 66 | \$_____ donated to scouting activities | 67 | <input type="checkbox"/> Oratorical Contest - sponsored local contest |
| 68 | no. of local Oratorical contestants | 69 | \$_____ Oratorical cost to post |
| 70 | <input type="checkbox"/> participates in School Award program | 71 | no. of awards presented |
| 72 | <input type="checkbox"/> participates in American Education Week | 73 | \$_____ cost of American Education Week |
| 74 | no. of scholarships awarded | 75 | \$_____ cost of scholarship awards |
| 76 | <input type="checkbox"/> participates in Vets in the Classroom | 77 | \$_____ Vets in the Classroom cost to post |
| 78 | <input type="checkbox"/> participates in Flag Day | 79 | <input type="checkbox"/> participates in Get Out The Vote |
| 80 | <input type="checkbox"/> participates in Veterans Day | 81 | <input type="checkbox"/> participates in Memorial Day |
| 82 | <input type="checkbox"/> participates in American Legion Birthday | 83 | <input type="checkbox"/> participates in Four Chaplains Sunday |
| 84 | Community Service - Estimated no. of hours of service | 85 | \$_____ Community Service cost to post |
| 86 | Jr Shooting Sports Prog Club - no. of clubs | 87 | Jr Shooting Sports Prog Club - no. of youth involved |
| 88 | \$_____ Jr Shooting Sports Prog cost to post | 89 | <input type="checkbox"/> Youth Cadet Law Enforcement |
| 90 | Youth Cadet - no. of youth involved | 91 | \$_____ Youth Cadet - cost to post |
| 92 | <input type="checkbox"/> participates in National Day of Prayer | | |

CHILDREN & YOUTH (C&Y)

- | | | | |
|-----|---|-----|---|
| 93 | no. of C&Y activities held | 94 | \$_____ cash aid given to benefit children |
| 95 | \$_____ value of goods given to children (reasonable estimate) | 96 | no. of children given aid (cash or goods) |
| 97 | no. of volunteer hours for C&Y programs and activities | 98 | <input type="checkbox"/> participates in Halloween Safety |
| 99 | <input type="checkbox"/> participates in Family Support Network | 100 | \$_____ Family Support Network - cost to post |
| 101 | <input type="checkbox"/> participates in Health & Child Safety | 102 | <input type="checkbox"/> participates in April is C&Y Month |
| 103 | <input type="checkbox"/> participates in National Family Week | 104 | \$_____ parties, dinners, prizes and gifts |
| 105 | <input type="checkbox"/> participates in Temporary Financial Assistance (TFA) | 106 | \$_____ TFA - cost to post |
| 107 | \$_____ administrative costs (paper, equipment, etc.) | 108 | \$_____ cost of all other child service charities |
| 109 | American Legion Veteran & Children Foundation | 110 | \$_____ Veteran & Children Foundation - cost to post |

INTERNAL AFFAIRS & MEMBERSHIP

- | | | | |
|-----|--|-----|---|
| 111 | <input type="checkbox"/> American Legion Riders - has Riders group | 112 | no. of Legion family members in Riders group |
| 113 | <input type="checkbox"/> participate in Legion Riders Legacy Run | 114 | \$_____ Legacy Run - cost to post |
| 115 | <input type="checkbox"/> Sons of American Legion - has squadron | 116 | Sons of American Legion - no of Sons in squadron |
| 117 | <input type="checkbox"/> participate in National Emergency Fund | 118 | \$_____ National Emergency Fund - cost to post |
| 119 | <input type="checkbox"/> participate in Support Our Troops | 120 | \$_____ Support our Troops - cost to post |
| 121 | Support Our Troops - no. of volunteers | 122 | Support Our Troops - no. of volunteer hours |
| 123 | <input type="checkbox"/> American Legion Amateur Radio Club - has radio club | 124 | \$_____ American Legion Amateur Radio Club - cost to post |
| 125 | <input type="checkbox"/> Participated in Buddy Check | 126 | Number of members contacted |
| 127 | <input type="checkbox"/> Participated in Veterans Service Days | 128 | Number of events hosted |
| 129 | \$_____ all other fund raising not captured above | | |

Signature _____ Title _____ Date _____

2019-2020

NATIONAL HEADQUARTERS COPY

30-010 (0500) AEWK # 711A0919

Consolidated Post Report (CPR)

- Used by National
 - Post Activities
 - Member's Mileage
 - Member's Money Spent
 - Member'
 - Commander's Information
 - Adjutant's Information

Two due dates depending on method of sending.

- Due at Department May 15th
- Due at National (if using MyLegion.org) June 15th

Certification of Eligibility for Post Officers

The American Legion
 Department of Oregon
 Certification of Eligibility for Post Officers

Pursuant to the action of Resolution Number 5 from the May 9 - 10, 2018 Spring Meeting of the National Executive Committee of The American Legion in Indianapolis, Indiana. I have enclosed a copy the service record (DD 214) of each of the following officers who have been duly elected or appointed to serve as Post ____ Officers for the year 20____ to 20____:

Position	Name	Member ID	Date of Enlistment	Date of Discharge/Retirement	Branch
Commander					
1 st Vice CMDR					
2 nd Vice CMDR					
Adjutant					
Finance Officer					
Chaplain					
Sgt At Arms					
Executive Board (E-Board)					
E-Board					
E-Board					
E-Board					
E-Board					
E-Board					
E-Board					
E-Board					

I hereby certify that each of the above officers are eligible for membership in the American Legion.

YOU MAY DUPLICATE FORM AS NECESSARY

 Post Adjutant

Certification of Eligibility for Post Officers

- Used by Department
 - Verifies Eligibility of Officers and E-board members

Certification of Eligibility for American Legion Officers

Pursuant to the action of the 2018 Spring Meetings of the National Executive Committee of The American Legion, every officer of The American Legion must provide satisfactory evidence of their honorable service during prescribed a timeframe thereby establishing one's eligibility for membership in The American Legion.

- Due at Department immediately after post elections
- Must be accompanied by DDForm214 for each member elected of appointed

Post Officers Installation & Certification Of Service Record Of American Legion Officials

2019 - 2020 POST OFFICERS

INSTALLATION & CERTIFICATION OF SERVICE RECORD OF AMERICAN LEGION OFFICIALS

NOTE: DO NOT REPORT "As previously Reported". **Information must be complete. This information is required by National**

Post Name _____	Post No. _____	District No. _____				
OFFICE	NAME	MEMBER ID NUMBER	DATE OF ENLISTMENT	DATE OF DISCHARGE	BRANCH OF SERVICE	SERIAL # or SSN (Last 4 Digits)
COMMANDER	_____	_____	_____	_____	_____	_____
VICE COMMANDER	_____	_____	_____	_____	_____	_____
VICE COMMANDER	_____	_____	_____	_____	_____	_____
ADJUTANT	_____	_____	_____	_____	_____	_____
FINANCE OFFICER	_____	_____	_____	_____	_____	_____
CHAPLAIN	_____	_____	_____	_____	_____	_____
HISTORIAN	_____	_____	_____	_____	_____	_____
SERVICE OFFICER	_____	_____	_____	_____	_____	_____
SGT-AT-ARMS	_____	_____	_____	_____	_____	_____
JUDGE ADVOCATE	_____	_____	_____	_____	_____	_____


Pursuant to the action of the 13th Annual National Convention of The American Legion at Detroit, Michigan, September 24, 1931, I have examined the service records verifying the eligibility of each of the above officials who have been duly elected/appointed and installed to serve the ensuing year.

Certified by Post Adjutant _____ Installed by: _____ Date: _____
 (Signature and title)

Certified by Post Commander _____

Note: This report to be received in Department Headquarters as soon as elections and installations are complete.
 Send 1 copy to Department Headquarters and keep 1 copy for Post Records

Officer Installation Form

- Used by Department
 - Lists all Officer's information
 - Signed by Installing Officer
 - Certified by Post Adjutant
 - Certified by Post Commander
 - Must be filled in. Can not be "As Previously Reported"
 - Due at Department immediately after installation of officers
- 

Post Committees

2019-2020 POST COMMITTEES


<i>POST NAME:</i>	<i>POST NO.</i>	<i>DISTRICT NO.</i>		
COMMITTEE	NAME	ADDRESS	PHONE NUMBER	E-MAIL ADDRESS
AMERICANISM				
CHILDREN & YOUTH				
COMMUNITY SERVICE				
JUNIOR SHOOTING SPORTS				
MEMBERSHIP				
POST ACTIVITIES				
VE TERANS AFFAIRS & REHABILITATION				
BOY SCOUT				
BOYS STATE				
CADET LAW OFFICER				
ECONOMIC/VETERAN EMPLOYMENT				
LEGION BASEBALL				
LEGISLATIVE				
NATIONAL SECURITY				
ORATORICAL				
PUBLIC RELATIONS				
SONS OF THE AMERICAN LEGION				
PUBLIC SAFETY & LAW CAREER				

Signature: _____ Certified by Post Commander/Adjutant _____ Date _____

Post Committees

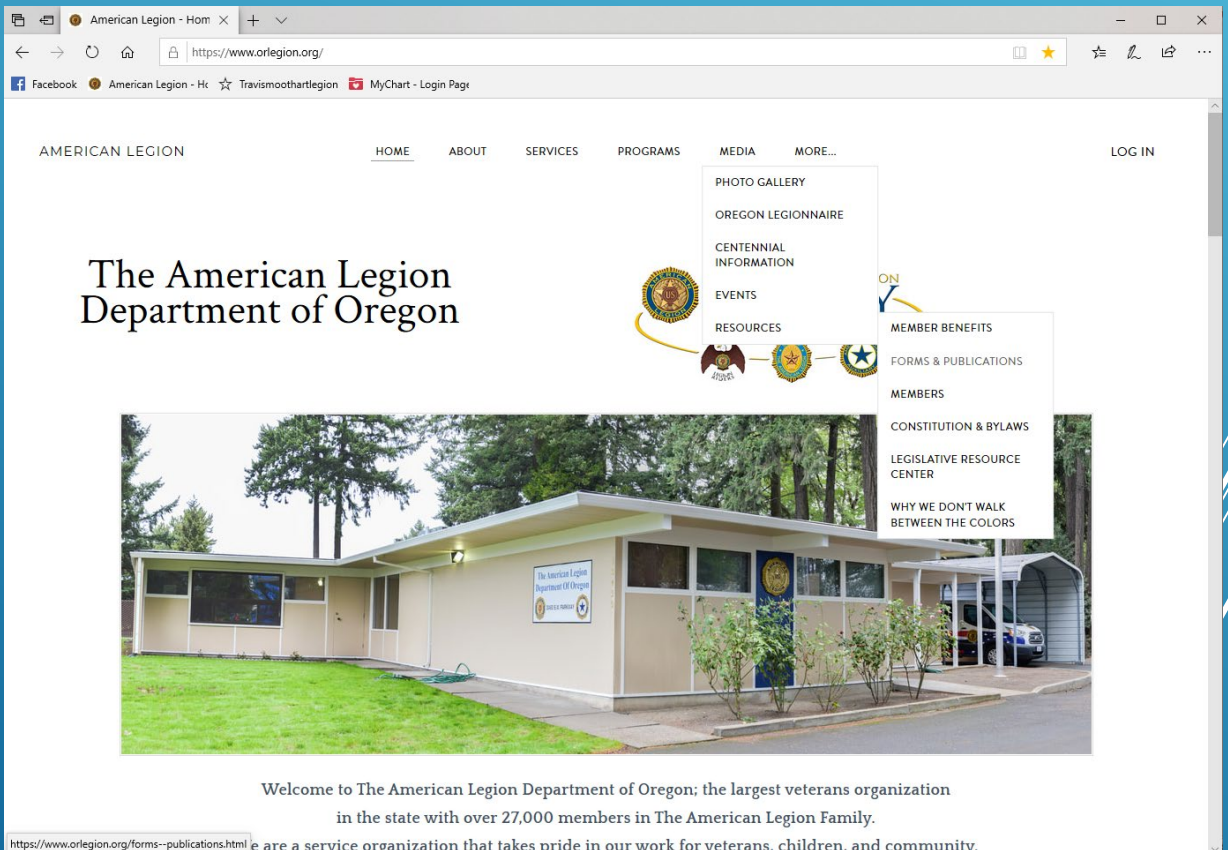
- Used by Department and District officers and Committee Chairs.
 - Contacts for Post Committees
 - Due at Department September 1st
- 

Additional Department Forms Used

- District/Post Request for Department Commander Visitation
 - Annual Constitution and By-Laws Review
 - Post Officer Notification Form
 - Trophy and Awards Questionnaire
 - Post Commander's Recommendations for Department Convention Committee Appointments
- 

Location of Forms

orlegion.org/media/resources/forms & Publications



The screenshot shows the website for the American Legion Department of Oregon. The browser address bar displays <https://www.orlegion.org/>. The navigation menu includes: AMERICAN LEGION, HOME, ABOUT, SERVICES, PROGRAMS, MEDIA, MORE..., and LOG IN. A dropdown menu is open under 'MEDIA', listing: PHOTO GALLERY, OREGON LEGIONNAIRE, CENTENNIAL INFORMATION, EVENTS, RESOURCES, MEMBER BENEFITS, FORMS & PUBLICATIONS, MEMBERS, CONSTITUTION & BYLAWS, LEGISLATIVE RESOURCE CENTER, and WHY WE DON'T WALK BETWEEN THE COLORS. A yellow arrow points to 'FORMS & PUBLICATIONS'. Below the menu is a photograph of a single-story beige building with a sign that reads 'The American Legion Department Of Oregon'. Below the photo, the text reads: 'Welcome to The American Legion Department of Oregon; the largest veterans organization in the state with over 27,000 members in The American Legion Family.' At the bottom left, a URL is visible: <https://www.orlegion.org/forms--publications.html>.