

The American Legion Department of _____

Post _____ # _____ Location _____

Date of visit _____ By _____ Title _____

Name of Commander _____ Adjutant _____

Last review of Consolidated Post Report? _____

COMMITTEES	Committee Appointed		Number of People on Committee	Number of Events
	Yes	No		
*Americanism	_____	_____	_____	_____
*Membership	_____	_____	_____	_____
*Post Activities	_____	_____	_____	_____
*Children & Youth	_____	_____	_____	_____
*Veterans Affairs & Rehabilitation	_____	_____	_____	_____
Veterans Employment & Education	_____	_____	_____	_____
National Security	_____	_____	_____	_____
Scouting	_____	_____	_____	_____
Boys State	_____	_____	_____	_____
Legion Baseball	_____	_____	_____	_____
Oratorical	_____	_____	_____	_____
*Community Service	_____	_____	_____	_____
Other committees _____	_____	_____	_____	_____
Community patriotic observances	_____	_____	_____	_____

MEMBERSHIP _____ Renewal rate of _____
Goal _____ To date _____ Last Year _____ Membership last year _____

Describe the general conduct of the meeting _____

How could Post meetings better attract members to attend? _____

Average attendance at Post meetings _____ How often does Post meet? _____ Dates _____

How often does the Post executive committee meet? _____

Does the Post have a (multi-year) strategic plan? _____ When was it last reviewed? _____

In your opinion, what can be done to assist this Post? _____

Does Post leadership attend District meetings? _____

Does Post leadership attend department conferences and conventions? _____

Does Post have fundraising plans to ensure Post programs remain vibrant? _____
YES NO

Signed (Post officer) _____ Title _____

Signed (Department representative) _____ Title _____

POST ANALYSIS

Has the DD214 been verified for each of the Post officers: Commander ____, Vice Commanders ____, Adjutant ____, Finance Officer ____, Chaplain ____, Service Officer ____, Judge Advocate ____ (Dept. CBL, Art II, Sect. 2)?

Are the telephone numbers and email addresses for the Post Commander, Vice Commanders, and Adjutant on the Confidential Report current?

Has the Post filed the Confidential ____, Installation ____, and Committees ____, reports with Department? _____

Does the Post have a copy of the taxes filed for the past year (Form 990)? Yes No

Has an annual audit of financial records been completed? _____ Yes No

Does the Post have people who are handling the membership monies bonded for at least the amount of annual funds? _____

Is the Consolidated Post Report being regularly updated? _____

Does the Post work with local news venues to cover significant American Legion Events (i.e. Patriotic holiday participation, Eagle Scout presentations, Oratorical contests, Boy State participants, Flag Day, Memorial Day, etc.)? _____

Has the Post conducted a review of the Post Constitution and By-Laws and sent the review to Department of Oregon for file? (Date last updated) _____

Does the post produce a newsletter or email information notification to keep members informed of post activities? _____

Does the post conduct Buddy Checks and keep a record of contacts? _____

Observations & Comments:

Two (2) significant programs Post prioritizes: _____

Two (2) Post outstanding performers you would recommend for appointment to District and/or Department Committees and which Committees: _____

*Department of Oregon Constitution By-Laws, Article II, Section 6