



2016-2017

## SONS OF THE AMERICAN LEGION

# CONSOLIDATED SQUADRON REPORT

The Consolidated Squadron Report you receive may appear complicated and something you may not want to be troubled with, but it is perhaps the most important document your squadron can complete. This information will be combined with that of other squadrons to be put into the final report used by The American Legion, which is subsequently sent to Congress. Please complete this form with all of the pertinent information. Not all squadrons are able to participate in each aspect of every program and some lines will remain blank. However, the key is to report any activities that the squadron has accomplished for this membership year only. Any Detachment / District donations or activities should be reported to the respective Detachment Adjutant for inclusion in the Headquarters Squadron or Squadron 9999 report.

Every blank or line does not have to be completed. Very few squadrons can claim activity for every item listed on this report. The report is a single page and two copies. Upon completion of the report send the original and second copy to your detachment headquarters (Detachment Adjutant) and the last copy for your squadron by the date the detachment / department specifies but no later than June 30th of each year. Detachments are to forward the National copy to National Headquarters, Attn: S.A.L. Liaison no later than 30 days prior to the National Convention. Be sure to adhere to all deadlines as set forth by the individual detachments / departments.

Responses may call for figures, such as the number of veteran home visits, or the number of hours donated at Children's Miracle Network. Other inquiries, such as The American Legion National Emergency Fund, request the number of dollars spent. There is a dollar sign (\$) at the beginning of each blank space that requires a response in dollar amounts. Remember to round off all dollars spent to the nearest whole dollar. If there is a , it is a Yes / No question. A check mark will indicate that your squadron participates in that program. **Use the yellow fields on the "Details" sheet to record your activities. The data will be copied to the report form on the "CSR" sheet.**

The form should be typewritten or printed with black or dark blue ink. It is imperative that the form be legible for compilation purposes.

When additional space is needed to report on projects, activities or events, include a narrative report (a short written description, pictures and newspaper articles) to both of the copies submitted to the detachment for compilation. Please make sure that all hours and dollars reported in the narrative are included on the report form.

Detachment Reminder: July 20, 2017 is the final date for receipt by the National organization for Squadron, District and Detachment Reports to be included in the national tabulation for the reporting year. All forms must be received by this date.

### DISTRIBUTION OF FORM

Mail the original (Gold) copy and second (Green) copy to your detachment by their specified cutoff date. Retain the Blue copy for Squadron files. Detachments forward the original copy to National no later than

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