# Chapter 12: Consolidated Reports and Annual Reporting

## Annual Filing: Detachment Forms filed Annually from the "National Administrative Manual" booklet sent to Detachment Adjutant each Spring

#### National Convention requires all SAL Delegates & Guests be registered



## **CERTIFICATION OF NATIONAL CONVENTION DELEGATES FOR THE SONS OF THE AMERICAN LEGION**

OFFICIAL	USE	ONL	Y
At Large		Pd	
Delegates		Pd	
Alternate		Pd	
Guest		Pd	

has elected the following persons, all being members The Detachment of of The S.A.L. in good standing, as National Convention Delegates to represent this Detachment at the Annual National Convention of the Sons of The American Legion.

The Delegates have been selected based on a membership

#### Detachment Officers need to be Certified as soon as your Detachment Convention ends

### THE SONS OF THE AMERICAN LEGION DETACHMENT OFFICERS REPORT FORM

Please fill out this report giving complete name, mailing address and zip code, directly following the election of new Detachments Officers. Send original to: Sons of The American Legion, National Headquarters, P.O. Box 1055, Indianapolis, Indiana 46206. Retain one copy for your Detachment Records.

#### (PLEASE PRINT OR TYPE ALL INFORMATION)

	(State)	(Date)
	and will take offic	
(City, State)	, and will take offic	ee on(Date)
TACHMENT COMMANDER		
	(Member ID Number, First	t Name, Middle Initial, Last Name)

#### Official Visitations to Detachments must be submitted on the Request Form



## NATIONAL OFFICER VISITATION REQUEST FORM

	Date:
The Detachment of	extends a request for:

#### **National Commander's Visit**

Conference/Convention	Date(s)	Location of Event	Nearest Major Airport	Expected Attendance
1st Choice			•	
2 <sup>nd</sup> Choice, if unavailable, Optional				

#### **Annual Filing: Squadron Officers Report Form**

- A specific form referenced as 'Squadron Officers Report Form' must be completed shortly after the Squadron election with all information supplied to the Detachment.
- The Squadron Officer Report Form is used by Detachment Headquarters for official purposes only.
- At minimum, the Squadron Officer Report Form is used for official contact by the Detachment Commander, Detachment Adjutant and Detachment Vice Commanders for official contact and visitations.
- The form is also used to qualify those officers in your Squadron that require verification of office for access to *MySAL.org*.
- Official mail and newsletters are mailed to the Squadron Commander at the official mailing address provided for the Squadron on this report form. These mailings are important because they contain

- information regarding deadlines, events, conferences, convention, committee reports, programs and educational materials of benefit at the Squadron level.
- Newly elected (or appointed) officers for the Squadron requires notification be mailed to the Detachment and is a condition of the Squadron maintaining its Charter.
- Likewise, each Detachment must submit a Detachment Officer Report Form for the newly elected and appointed Officers as soon as the Detachment Convention concludes.
- Both forms plus more are issued each Spring to the Detachment Adjutant for each state in a booklet form. The booklets are titled "National Administrative Manual" and are also available in Portable Document Format (PDF) for easy reference and printing. Booklets are updated each year and are specific to the year issued.

## **Annual Filing: Consolidated Squadron Report (CSR)**

- The Consolidated Squadron Report (CSR) blank forms are forwarded to each Detachment and/or Department in February of each year for distribution by the Detachment/Department to the various Squadrons. It is the most important document your Squadron can complete. The data gathered from these reports is combined with that of other Squadrons and compiled into a single report used by The American Legion, which is subsequently sent to United States Congress.
- Although not every Squadron is able to participate in all aspects of Americanism, Children and Youth and Veterans Affairs and Rehabilitation, the key is to report all that the Squadron has accomplished during the current membership year. Counties, Districts and Detachments are also urged to submit a CSR.
- The report is a single page form with two carbon copies and cover page with instructions. The original and second copies are to be forwarded on to Detachment Headquarters by the date the

- Department/Detachment specifies but no later than June 30th.
- The last copy is retained by the local Squadron. Detachments shall forward the National copy on to National Headquarters no later than 30 days prior to the National Convention.
- The CSR is the basis by which the National Awards under the programs of Americanism, Children & Youth and Veterans Affairs & Rehabilitation are determined each year.
- For reference purposes only, a sample copy of the form is included in on the following page.
- Only originals from the triplicate three part form in letter size will be accepted.
- National will not process individual Consolidated Squadron Reports sent to them by Squadrons.
- All Consolidated Squadron Reports are sent by Squadrons *to the Detachment/Department offices* where they are processed and forwarded to data processing.

# Chapter 12: Consolidated Reports and Annual Reporting

# Squadron Officers Report Form

Rec'd on date at SAL HQ:	achment	Officers. Please indicate the <i>meetin</i>	g dates and location of your Squad the original to: Sons of The America	elephone and e-mail information of all Squadron adron Meetings (i.e. first Tuesday of the in Legion, Detachment of r your Post and Squadron records and needs.
Posted and Filed at SAL HQ:		The following Squadron Officers were	e elected/appointed at a regular meeting Squadron #, of	•
/ /2017	RICE	/ 2017. Officers will ass	sume their responsibilities effective (date	)/2017. The Squadron regularly
Squadron				
Information	Squadron Number	Squadron Name		
	Mailing Address			Telephone
Commander	Mailing Address			тетернопе
Commander	Name		E-mail Address	
	Mailing Address			Telephone
First Vice				
Commander	Name		E-mail Address	
	Mailing Address			Telephone
Second Vice				
Commander	Name		E-mail Address	
	Mailing Address			Telephone
Adjutant	Mailing Address			Тегерпопе
Adjutant	Name		E-mail Address	
	L			
F:	Mailing Address			Telephone
Finance	Name		E-mail Address	
Officer	ı		E main tagrood	
	Mailing Address			Telephone
Judge	Name			
Advocate	Name		E-mail Address	
	Mailing Address			Telephone
Chaplain			<u>L</u>	
	Name		E-mail Address	
	Mailing Address			Telephone
Historian	1		ı	
	Name		E-mail Address	
	Mailing Address			Telephone
Sergeant				
at Arms	Name		E-mail Address	
	Mailing Address			Telephone
Post SAL				
Advisor	Name		E-mail Address	
	Mailing Address			Telephone
		• • • • • • • • • • • • • • • • • • • •	• • • • • • • • • • • • • • • • • • • •	
Attested Signatures				
	Squadron Command	ler	Squadron Adjutant	Date

# Consolidated Squadron Report Form (a 3 part NCR form)

	Sample Only	2016 - 2017	Sample Only	
se Check one I	pox indicating the reporting entity: Detachment	District Squadron	RT	
se print or type		(6)		
	Detachment Squadron Number		DistrictSquadron Name	
	Current Year Membership		Prior Year Membership	PT
	City		Zip Code	N.
	A	MERICANISM	Name	
	No. of Boys Sponsored, <b>Boys State</b>		Cost, <b>Boys State</b>	
	No. of Girls Sponsored, Girls State		Cost, Girls State	
	No. of 5 Star/10 Ideals Program		Cost, 5 Star/10 Ideals Program	
	No. of <b>Flags</b> Presented	8 \$	Cost, Flags Presented	Nam
	No. of <b>Small Flags</b> Placed on Graves		No. of <b>Small Flags</b> Given Away at Parades	
	Cost, Small Flags		No. of Hours, Small Flags	
ş	Cost, Scholarships Awarded Squadron Sponsors, Oratorical Contest		No. of Hours, Educational Programs  No. of Contestants, Oratorical Contest	
	Cost, Oratorical Contest		No. of Hours, <b>Oratorical Contest</b>	
	Squadron Sponsors, Color Guard		No. of Apperarances, Color Guard	
	Cost, Color Guard		No. of Flag Etiquette Programs	
	Cost, Flag Etiquette Programs		No. of Hours, Flag Etiquette Programs	
	No. of Flag Retirement Programs	26	No. of Hours, Flag Retirement Programs	
	No. of Hours, <b>Community Service</b>		Cost/Donations, Other Organizations	
. $\square$			No. of Youths Involved, <b>Scouting</b>	
	Cost, Scouting		No. of Youths Involved, <b>Junior Shooting</b> Cost of Sponsorship, <b>Junior Shooting</b>	
П	No. of Hours, <b>Junior Shooting</b> Squadron Sponsors, <b>AL Baseball Team</b>		Cost, Baseball Team	
_	Cost, Other Teams Sponsored		No. of Pints Collected, <b>Blood Drives</b>	
	No. of Hours, <b>Blood Drives</b>		Donations, National Emergency Fund	
	CHII	DREN & YOUTH		
			N. CH. CHINKE S. L.	
	<ul><li>Donations, Child Welfare Foundation</li><li>Donations, Special Olympics</li></ul>		No. of Hours, Child Welfare Foundation  No. of Hours, Special Olympics	
	Donations, Special Crympics Donations, Children's Miracle Network		No. of Hours, Children's Miracle Network	
	No. Given, Josh Dogs		Cost, Josh Dogs	
	Donations, Operation Military Kids	10	No. of Hours, Operation Military Kids	
\$	Donations, Other C&Y Projects	12	No. of Hours, Other C&Y Projects	
	VETERANS AF	FAIRS & REHABILITATIO	N .	
	No. of Visits, Veterans Homes	2	No. of Hours, Veterans Homes	
	Donations, Veterans Homes		No. of Visits, VA Medical Centers	
	No. of Hours, VA Medical Center		Estimated Value, Items Donated to VA	
	No. of Hours, Field Service		No. of Hours, Home Service	
	No. of Hours, Fisher House No. of Hours, Support for the Troops	10 \$	Cost, Fisher House Cost, Support for the Troops	
	No. of Hours, Family Support Network		Cost, Family Support Network	
	No. of Hours, Other VA&R Projects		Cost, Other VA&R Projects	
	No. of Vets Helped, Natl. Vet's Assist Day		No. of Hours, Natl. Vet's Assist Day	
\$	Cost, Natl. Vet's Assist Day	20 \$	Cost, Operation Comfort Warrior	
	INTI	ERNAL AFFAIRS	_	
\$	Other Donations, Not Covered Above	2	Other Hours, Not Covered Above	
	Number: ()	IITIE	Date	
mact FIIOHE				
2-2013 SAL				
	ΝΔΤΙΟΝΔΙ Η	EADQUARTERS CO	IPV	
	NATIONALTI	L. ID QUITTE TO OU		
	DETA	CHMENT HEADQUA	ARTERS CORV	
	DETA	OTHVIENT HEADQUA	THE COLUMN TO TH	