

# DISTRICT COMMANDER'S POST REPORT

This report must accompany travel voucher

**\*\*Note:** This report is to be filled out on each Commander's visit to a Post and mailed to Department Headquarters along with the District Commander's Expense Report.

POST NUMBER AND NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
(Physical location,  
Directions to Post from  
all points, N,S,E,&W.) \_\_\_\_\_  
\_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_

DUES AMOUNT: \_\_\_\_\_

MEETING INFORMATION:      General Membership

DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

Executive Committee

DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

Is Post Home available for Rent?    Yes \_\_\_\_\_      No \_\_\_\_\_

If "yes" who should be contacted for information? \_\_\_\_\_  
\_\_\_\_\_

Are there any problem areas that need addressing at Department?    Yes \_\_\_\_\_      No \_\_\_\_\_  
If yes, give details, PRINT OR TYPE LEGIBLY on separate sheet.

POST MEETING:

Does the Post use the ceremonies as outlined in Manual of Ceremonies for opening and closing the meeting? \_\_\_\_\_

Does the Post follow procedure in conduct of its business as outlined in Manual of Ceremonies? \_\_\_\_\_

Does the Post arrange special programs which are of special interest to veterans? \_\_\_\_\_

Are the Chairmen of committees used to explain the functions of their committees? \_\_\_\_\_

Are outside speakers used? \_\_\_\_\_

Is the Post incorporated? \_\_\_\_\_

Is the Post involved in community projects? If yes:

WHAT: \_\_\_\_\_

WHEN: \_\_\_\_\_

Have Post Officers arranged speaking engagements before other civic organization (Kiwanis, Lions, etc.) \_\_\_\_\_

Does your post complete and submit the Consolidated Post Report? (available after Feb of each year, due at Department Headquarters before convention in June)\_\_\_\_\_

**District Commander will collect Consolidated Post Reports and forward copies to Department Headquarters.**

**Check the committees the Post has and programs post participates in:**

Membership\_\_\_\_\_ Rehabilitation\_\_\_\_\_ Child Welfare\_\_\_\_\_ Americanism\_\_\_\_\_ Community Service\_\_\_\_\_ Oratorical\_\_\_\_\_ Boys State\_\_\_\_\_ Athletic (Baseball)\_\_\_\_\_ Public Relations\_\_\_\_\_ Security\_\_\_\_\_ Graves Registration and Memorial \_\_\_\_\_ Economic\_\_\_\_\_ House & Entertainment\_\_\_\_\_ Boy Scouts \_\_\_\_\_ Jr Shooting\_\_\_\_\_ Flag Etiquette\_\_\_\_\_ Troop Support\_\_\_\_\_ Veteran of the Month\_\_\_\_\_ School Medals\_\_\_\_\_ Kids ID Day\_\_\_\_\_ Juvenile Delinquency Prevention\_\_\_\_\_ Student Trooper\_\_\_\_\_ Law Officer of Year\_\_\_\_\_ JROTC Medals\_\_\_\_\_

**Does the Post have the following:**

Home (Owned by Post) \_\_\_\_\_  
Charter - Is it Displayed at Meeting Place \_\_\_\_\_  
Flags \_\_\_\_\_  
Post Handbook \_\_\_\_\_  
Manual of Ceremonies \_\_\_\_\_  
Minute Book \_\_\_\_\_  
Service Officer and manual \_\_\_\_\_  
Chart Showing Preamble to the Constitution \_\_\_\_\_  
Supply of Caps \_\_\_\_\_  
Display for use in Initiation \_\_\_\_\_  
Borrowed Military Equipment \_\_\_\_\_  
Rifles for Firing Squad \_\_\_\_\_  
Post Constitution & By-Laws Conforming To The Department & National Constitutions \_\_\_\_\_  
Post Accounting Forms \_\_\_\_\_

**In your opinion:**

Is the Commander familiar with his duties as outlined in the Post Handbook? \_\_\_\_\_

Is the Adjutant familiar with his duties as outlined in the Post Handbook? \_\_\_\_\_

Do they know where to secure Legion supplies such as caps, buttons, etc? \_\_\_\_\_

Is the Finance Officer familiar with his duties as outlined in the Post Handbook? \_\_\_\_\_

Are the Adjutant and Finance Officer bonded as required? \_\_\_\_\_

Date of Post visit: \_\_\_\_\_

District Commander Signature: \_\_\_\_\_ District No. \_\_\_\_\_

Post Commander Signature: \_\_\_\_\_ Post No. \_\_\_\_\_