

## DISTRICT COMMANDER'S REPORT

*\*\*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.*

Date of Post Visit: \_\_\_\_\_ Post Number \_\_\_\_\_ District \_\_\_\_\_ Division \_\_\_\_\_

Location of Meeting: \_\_\_\_\_  
Name and Address

Regular Post Meeting Date & Time: \_\_\_\_\_

Executive Meeting Date & Time: \_\_\_\_\_

Post Physical Address: \_\_\_\_\_

Post Mailing Address: \_\_\_\_\_

Is Post Home available for Rent? \_\_\_\_\_ If so, contact: \_\_\_\_\_

If yes, do they have the proper liability insurance coverage? \_\_\_\_\_

### Post Officers:

Officer	Name	Email	Phone
Commander			
Vice Commander			
Finance Officer			
Sgt. Of Arms			
Historian			
Chaplain			

### POST MEETING:

Did the Post use Manual of Ceremonies for opening and closing the meeting? \_\_\_\_\_

Did the Post follow procedure in Manual of Ceremonies to conduct Post business? \_\_\_\_\_

Does the Post have a quorum for their meeting? \_\_\_\_\_ How many attendees? \_\_\_\_\_

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

Is the Commander familiar with his duties as outlined in the Manual of Ceremonies? \_\_\_\_\_

Is the Adjutant familiar with his duties as outlined in the Adjutant's Manual? \_\_\_\_\_

Is the Finance Officer familiar with his duties as outlined in the Manual of Ceremonies? \_\_\_\_\_

Is the Finance Officer Bonded? \_\_\_\_\_

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

Did the Post File a 990 with IRS? \_\_\_\_\_

Post EIN number: \_\_\_\_\_

Has the Post had a Financial Audit? \_\_\_\_\_ If conducted, was it was an \_\_\_\_\_ internal or \_\_\_\_\_ external audit?

Has Post submitted a Post Consolidated Report (CPR)? \_\_\_\_\_ Last Year Submitted: \_\_\_\_\_

Has the Post submitted Current Officer and Post Information to Department? \_\_\_\_\_

**Does the Post Have / Own the following: Y=Yes N=No**

Building or Property		Rifles	
Charter		Are rifles properly secured, Inventoried & Reported to USA.	
A/L Preamble Cards or Board		Military Equip	
Flag Pole(s)		Post Constitution & Bylaws	
Records of Meeting Minutes		Membership Forms	
Service Officer Guide		Finance Report Posted	

**Check the Committees and Programs the Post Participates in:**

Membership		Boy's State		Jr Shooting		Color Guard		Kids ID Day	
Go-Getters		Softball		Flag Retirement		Student Trooper		Rifle Team	
Child Welfare		School Medals		Troop Support		Auxiliary		Oratorical	
Americanism		Drug Prevention		Honor Guard		Legion Riders		Memorial Day	
Veterans Day		Baseball		SAL		Cruisers		Legion College	
Post Fund Raisers		Bingo		Raffles		Dept. Conventions		District Meetings	
Scouting Troop of the Year		Scout Leader of the Year		Patriotic Business Award		Civil Air Patrol Cadet of Yr.		Civil Air Patrol Squadron of Yr.	
JROTC Officer & NCO Instructor of Year		Veteran Service Officer of the Year		Veteran Of the Month		Law, Fireman, EMT Of the Year		Provide Military Funeral Services	
National Emergency Fund (NEF)		Veteran Service Fund (VSF)		Child Welfare Foundation (CWF)					

District Commander Signature: \_\_\_\_\_

How To E-Sign

Post Commander Signature: \_\_\_\_\_

Are there any problem areas that need addressing at Department? \_\_\_\_\_

If yes, give details, PRINT OR TYPE LEGIBLY below or on a separate sheet.

**Internal Use:**

The Post need assistance from: \_\_\_\_\_ Department \_\_\_\_\_ Membership & Post Activities

Does the Post Information on Department website match this report? \_\_\_\_\_