



# SONS OF THE AMERICAN LEGION

## CONSOLIDATED SQUADRON REPORT

The Consolidated Squadron Report (CSR) you receive may appear complicated and something you may not want to be troubled with, but it is perhaps the most critical document your squadron can complete. This information will be combined with that of other squadrons and into the final report used by The American Legion, and subsequently sent to Congress.

Please complete this form with all pertinent information. Not all squadrons can participate in every program and some fields will remain blank. However, the key is to report any and all activities that the squadron has participated in for this membership year only (July 1st to June 30th). All detachment/district/squadron donations and/or activities should be reported to the respective detachment adjutant for inclusion into the headquarters squadron or Squadron 9999 report.

Not every field or line has to be completed and not every squadron can claim activity for every item listed on this report. This is a three (3) part form. Upon completion of the report, send the original (yellow sheet) and second copy (green sheet) to your headquarters' detachment (detachment adjutant) and the last copy (blue sheet) retain for your squadron's records. The yellow and green sheets are due when your detachment/department specifies, but national must have their copy no later than June 30th each year. Detachments are directed to forward the yellow copy to national headquarters, Attn: SAL Liaison no later than the 3rd Friday in July of each year.

Responses may call for figures, such as the number of veteran home visits or the number of hours donated at the Children's Miracle Network. Other programs, such as The American Legion National Emergency Fund, requests the number of dollars spent. All fields with a "\$," please enter the amount of money in whole dollars. Fields where you see a checkbox, putting a check in the box would indicate your squadron participated in that program. The form should be typewritten or printed with black or dark blue ink. Writing legibly for compilation purposes is imperative. When additional space is needed to report on projects, activities, or events, include a short written description, pictures, and newspaper article to both of the copies you are submitting to your detachment. Ensure you include those hours and dollars reported in the narrative are also included in the report form.

**Detachment Reminder:** The final date for national headquarters to receive the Consolidated Squadron Report is the 3rd Friday in July. This will ensure headquarters has enough time to compile all reports into the master report.

### DISTRIBUTION OF FORM

Mail the original (Gold Copy) and second (Green) copy to your detachment by their specified cutoff date. Retain Blue copy for Squadron Files.

Detachments forward the original copy to National no later than the third Friday in July.

