

DISTRICT COMMANDER'S POST REPORT

This report must accompany travel voucher

****Note:** This report is to be filled out on Commander's first visit to each Post and mailed to Department Headquarters.

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 involved in community projects? If yes:

WHAT: _____

WHEN: _____

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

Check the committees the Post has:

Membership _____ Rehabilitation _____ Child Welfare _____ Americanism _____ Community Service _____

Oratorical _____ Boys State _____ Athletic _____ Public Relations _____ Security _____

Graves Registration and Memorial _____ Economic _____ House & Entertainment _____ Boy Scouts _____

Does the Post have the following:

Home (Owned by Post) _____

Charter - Is it Displayed at Meeting Place _____

Standards _____

Post Handbook _____

Manual of Ceremonies _____

Minute Book _____

Service Officer's 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. _____