

Consolidated Report Training

Kansas Sons of the American Legion



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Dedication

This training is dedicated to the members of the American Legion.

Acknowledgements

The entire Kansas S.A.L. Detachment leadership team has worked together to produce this training. A big thank-you goes out to Damon Christensen, Gerald Hammerschmidt, and Steve Ward who provided much help and information. Teamwork is the key to success!

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Chapter 1. Consolidated Report

1.1. Importance of the Consolidated Report

The Consolidated Squadron Report (CSR) is perhaps the most critical document your squadron can complete.

This information will be combined with other squadrons and into the final report used by The American Legion, and subsequently sent to Congress.

Information from S.A.L. consolidated reports is combined with Legion numbers and used for many things.

- Report numbers help with getting grant money for Veteran Service Officers.
- Report numbers go to the US Congress and the Joint Chiefs of Staff - to prove we are helping veterans.
- These numbers give the American Legion clout in congress and the political process.

This is why it is so important to complete this form with all pertinent information.

1.2. Instructions for filling out the Consolidated Squadron Report

The form can be completed on paper, PDF, or online at the MySAL, website <http://www.mysal.org/>. The PDF file of this form is located at <https://salkansas.org/resources>.

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

As you are completing the CSR, responses may call for figures, such as the number of veteran home visits or the number of hours volunteered to a particular program.

Other programs, such as The American Legion National Emergency Fund, request the number of dollars donated or spent. All fields with a \$, enter the amount of money in whole dollars. The form should be typewritten or printed with back or dark blue ink. Writing legibly for compilation purposes is imperative.

If you are filling out the paper form, note the following items. 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 specifier.

1.3. Consolidated Squadron Report Form

Figure 1.1. CSR Top

SONS OF THE AMERICAN LEGION CONSOLIDATED SQUADRON REPORT
June 1, 2019 to May 31, 2020

Please check **one** box indicating the reporting entity level: Detachment District Squadron

1	Kansas	Detachment (State)	2	9	District
3	351	Squadron Number	4	Jack Huff	
5	65	Paid-to-Date Membership Count, Current Year	6	65	Paid-Up Final Membership Count
7	Jennings	City/Town	8	67643	Zip Code

Filling out the date - The date will start with June of last year. For example, June 1, 2019 to May 31, 2020.

Please check one box indicating the reporting entity level.

- Detachment
- District
- Squadron

In most cases, you will be checking "Squadron".



Note

If you are reporting Detachment or District, be sure and read the instructions in red ink.



Important

Please type or print all information clearly.

1.4. Americanism

Figure 1.2. Americanism

AMERICANISM				
1		Donations, Boys State / Girls State	2	No. of Hours, Boys State / Girls State
3		Donations, 5-Star / 10-Ideals Education	4	No. of Hours, 5-Star / 10-Ideals Education
5		Donations, Flags Presented (All Sizes/Events)	6	No. of Hours, Flags Presented (All Sizes/Events)
7	N/A	N/A	8	No. of Flags Presented (All Sizes/Events)
9		Donations, Flag Education Programs	10	No. of Hours, Flag Education Programs
11		Donations, Scholarships Awarded	12	No. of Hours, Other Education Programs
13		Donations, Oratorical Contest	14	No. of Hours, Oratorical Contest
15		Donations, Color Guard	16	No. of Hours, Color Guard
17		Donations, Other Organizations	18	No. of Hours, Community Service
19		Donations, Scouting	20	No. of Hours, Scouting
21		Donations, Junior Shooting Sports	22	No. of Hours, Junior Shooting Sports
23		Donations, American Legion Baseball	24	No. of Hours, American Legion Baseball
25		Donations, Other Teams Sponsored	26	No. of Hours, Other Teams Sponsored
27		Donations, Blood Drives	28	No. of Hours, Blood Drives
29		Donations, National Emergency Fund	30	No. of Hours, National Emergency Fund
31		Donations, Legacy Scholarship Fund	32	No. of Hours, Legacy Scholarship Fund
33		Donations, Other Americanism Projects	34	No. of Hours, Other Americanism Projects

You will notice there are two columns, one for donations and one for number of hours.

Chose the catagories that your Squadron participated in and fill the amount of monies in the left column and the hours in the right column.

Round off numbers to the whole number or hour. For example:

- Example: \$42.24 round off to \$42.00 dollars, or \$57.65 to \$58.00 dollars.
- Example: Hours, 4 hours and 25 minutes to 4 hours, or 12 hours and 65 minutes, to 13 hours.

1.4.1. What Donations and Hours Can I Put on the Annual Americanism Report?

The following are the guidelines for what can be claimed in the Americanism section of the report.

- (1) You can claim any boys that you sponsor for Boys State,
 - (2) the cost of that sponsorship, or any donations that help to send a boy to Boys State.
 - (3) You can claim any girls that you sponsor for Girls State,
 - (4) the cost of that sponsorship, or any donations that help to send a girl to Girls State. (Volunteer hours should be claimed under Community Service)
- (5) If any squadron members took any of the 5 Star/10 Ideals tests, you may claim the number of participants

and the (6) cost of those tests and awards under the Education Category.

3. (7) You may claim all 3'x5' flags that you presented to any schools, organizations, or individuals in your communities, (8) and the cost of those flags that you presented. (9&10) You may claim credit for each smaller flag that you placed on a veteran's grave, or gave out at parades or other events (11) and the cost of those flags, (12) and the number of hours spent giving out or placing those flags.

4. (13) Your squadron may claim the amount of money that they donate to scholarship funds, individual scholarships, or Legion and/or Legion Auxiliary Sponsored scholarships (if your squadron doesn't sponsor its own scholarships) If you sponsor a scholarship you may count the amount of money spent on those sponsorships. (Any volunteer hours should be claimed under the remarks or other sponsorships section).
(14) Your squadron can claim the number of hours that its members spend on fundraisers for scholarships, all hours that members volunteer at schools in the community, or any and all educational programs that they put on at schools in the community, such as Veterans Day programs, Tutoring students, etc.

5. (15) You may claim any Squadron sponsored Oratorical Contest, (16) the number of contestants that you sponsored, (17) and the cost of the contest and (18) any hours spent putting on the contest.

6. (19) Your squadron may claim any donations to help sponsor a Color Guard or any Color Guard teams that you sponsored. (20) the number of appearances that the Color Guard made, and (21) the cost, to your squadron, of those appearances, or any supplies that your squadron paid for.

7. (22) You may claim the number of Flag Etiquette and Flag Education Programs (23) and their costs (24) and the number of hours spent on this program.
(25) You may claim the number of Flag Retirement Ceremonies that your Squadron performs and (26) the number of hours spent performing these flag retirements.

8. (27) The following items should be classified under Community Service:
 - a). Volunteer hours spent as a Coach for any sports teams in your community (baseball, basketball, football, soccer, lacrosse, wrestling, softball, etc. as long as you don't receive payment for your services.)
 - b). Volunteer hours spent as a scouting leader.

- c). Volunteer hours spent as a firefighter, paramedic, rescue personnel, volunteer policeman, etc. as long as you don't receive compensation for your services.
 - d). Volunteer hours performed for your Post and/or Unit such as repairs to/or for the Post and/or Unit, volunteer hours helping with fundraisers for the Post and/or Unit, assistance with Legion/Legion Auxiliary Programs.
 - e). Volunteer hours spent raising money for Medical Research such as MD, MS, Epilepsy, AHA, ACS, UCP, Casey Cares, MD Special Olympics, etc.
 - f). Volunteer hours spent as a hospital volunteer, nursing facility volunteer or any health care facility volunteer.
 - g). (28) All costs/donations to any of the above mentioned programs such as sports teams not mentioned before, donations to fire departments, rescue squads, police departments, police athletic organizations, donations to your Posts and Legion Auxiliaries, donations to any veterans organizations, donations to all medical research programs or hospice and hospital programs, donations made to schools in your community or head start programs, donations to any community food cellars, community shelters or charitable organizations.
9. (29) You may claim the number of scouting units (Boys or Girls) that your squadron sponsors, (30) the number of youths involved in your sponsorship, (31) and the total cost of those sponsored.
10. (32) Your squadron may claim the total number of youths sponsored for the Junior Shooting Program and Gun Safety Program. (33)Your squadron may claim the total number of hours that were spent on Junior Shooting Sports and Gun Safety Courses taught by squadron members. (34)Your squadron may claim the cost of these courses and/or sponsorships or any donations that were used to help fund these courses.
11. (35) Your squadron may claim the number of American Legion Baseball Teams that they sponsored (36) and the cost of those sponsorships. (Volunteer Hours should be claimed under Community Service).
12. (37) Your squadron may claim any other Baseball teams, that they sponsor, other than American Legion teams, and the cost of those sponsorships. (All other sports teams other than baseball should be claimed under Community Service).
13. (38) You squadron may claim Blood Drives, pints collected, (39) and the hours of putting on the blood drive.

14. (40) Your squadron may claim any donations that they made to the National Emergency Fund (N.E.F.).

Other Hours And Donation Not Covered Above

You may claim any donations and hours, in this section that you haven't claimed before, in the sections listed above. If you have any doubts as to what you may claim, ask yourself this question. "Does the program that you spent time and/or money on pertain to the good of the Community, State, or Nation?" You may, also, list any donations to Toys for Tots or similar programs, in your communities.

You may not claim money or time spent on attending meetings or conventions or supplies to run your squadron, money spent on hosting meetings, gifts for distinguished guests or money spent on sending members to or attending classes, as these expenses are considered normal operating expenses.

Remember to make sure you sign all forms, put the appropriate title, if required, and date the forms.

If you use the online form you must print the form and send the copies into the Detachment by the date on the form.

Failure to do this will result in eliminating your hard work from being judged, on the National level and the Detachment level, as well.

If you still have questions, after following this guideline, feel free to contact Gerald Hammerschmidt for more help email at gammers@eaglecom.net.

1.5. Other Categories

Figure 1.3. Other Categories

CHILDREN & YOUTH			
1	Donations, Child Welfare Foundation	2	No. of Hours, Child Welfare F
3	Donations, Special Olympics	4	No. of Hours, Special Olympi
5	Donations, Children's Miracle Network	6	No. of Hours, Children's Mira
7	Donations, Ronald McDonald House	8	No. of Hours, Ronald McDon
9	Donations, Children's Organ Trans. Assn.	10	No. of Hours, Children's Orga
11	Donations, T.A.L. Vets. and Child. Found.	12	No. of Hours, T.A.L. Vets. an
13	Donations, Other C&Y Projects	14	No. of Hours, Other C&Y Pro

VETERANS AFFAIRS & REHABILITATION			
1	Donations, V.A. Medical Ctrs. & Facilities	2	No. of Hours, V.A. Medical C
3	Donations, State Veterans Facilities	4	No. of Hours, State Veterans
5	Donations, Nat'l Veterans Assist. Day	6	No. of Hours, Nat'l Veterans
7	Donations, Operation Comfort Warriors	8	No. of Hours, Operation Com
9	Donations, Fisher House	10	No. of Hours, Fisher House
11	Donations, Other VA&R Projects	12	No. of Hours, Other VA&R Pr

VETERANS EMPLOYMENT & EDUCATION			
1	Donations, VE&E Projects	2	No. of Hours, VE&E Projects

INTERNAL AFFAIRS			
1	Other Donations, Not Covered Above	2	Other Hours, Not Covered AL

Categories:

- Children and Youth
- Veterans Affairs and Rehabilitation
- Veterans Employment and Education
- Internal Affairs

Pick out the one(s) your Squadron participated in and fill in the blanks.



Note

You will notice at the bottom of each category you will find (donations, other projects - if it was not covered in any of the above, put your amount there and hours in the next column).

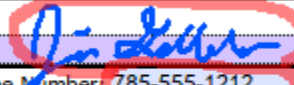


Note

If you made a donation and it was not cover in any of the category above, put it in the Internal Affairs column. This way you are covered.

1.6. Final Details

Figure 1.4. CSR Bottom

Signature: 	Title Adjutant	Date 2020-0
Contact Phone Number: 785-555-1212	Contact Email Address: jenningsSAL@gmail.com	

The last task is filling in the contact information, and the signature, which is done by either the Squadron Commander or the Squadron Adjutant.



Important

The Title, Date, Phone and Email Address must be filled out. The form must be signed.



Note

When you have completed the report, send it to the name that is listed.