

Date: June 2, 2026
To: Department of Oklahoma Leadership
From: Stark Davis, Department Adjutant
Subject : Consolidate Post Reports (CPR)
Consolidate Squadron Reports (CSR)

It is important for a number of reasons that the CPR and CSR are completed and sent to National by July 1, 2026.

1. Reporting to Congress and others about work done by American Legion and the value it brings to the nation is largely gleaned from the CPR's and CSR's
2. CPR/CSR are a way for a Post or Squadron to bring attention to the work they perform in their communities.
3. Recognition and Post/District/Department Awards can be conditioned on the completion of the CPR/CSR.

How to start reporting

The fillable 2025-2026 CPR and CSR can be downloaded using button below or from the Department website.

The form provides posts and squadrons an opportunity to document external activities, such as volunteer hours, fundraising efforts, Be the One events, funeral honors, youth programs, scholarships, blood donations and more. This data is collected by National Headquarters to help quantify – for Congress, American Legion media, national leadership and more – the good that American Legion Family members do in their communities every year.

Completed CPR/CSR forms need to be mailed or emailed to arrive at the Department by June 30th. The Department will send completed reports to National. (The Post or Squadron does not need to send the completed report to National.)

Instead of completing a CPR/CSR form, the CPR/CSR can be completed online in MyLegion.

Post commanders and adjutants can follow these steps to access the reports in MyLegion:

1. Begin in My Groups. The dashboard will display a link for consolidated reports.

2. Click “Edit Reports” or “View/Edit Reports” from the left menu. Then view dashboard. The dashboard with consolidated report options is restricted to post and squadron adjutants.

3. My Consolidated Post Reports window will open. This window provides information for open and closed reports. Click “Edit” to open the report.

4. Click “Edit” in Preview and Final Steps to open the report fields to enter data.

Report information provides field boxes to include data. The number located at the lower right indicates the maximum characters allowed. Tab to go from one field to the next or scroll and click. Please note that the report is no longer completed in sections; it is one continuous form. At the bottom of the form are buttons to “Save as Draft,” “Next” or “Cancel.”

- Save As Draft – saves draft and allows you to return and make future entries.
- Next – provides “Submit Final” button to finalize. Finalizing the report closes the report for additional updates.

The reporting year for the CPR is June 1st through May 31st. The reports need to be completed by July 1st.