

# Chapter 12 : Consolidated Reports and Annual Reporting

**Annual Filing: Detachment Forms filed Annually from the "National Administrative Manual" booklet sent to Detachment Adjutant each Spring**

National Convention requires all SAL Delegates & Guests be registered



## CERTIFICATION OF NATIONAL CONVENTION DELEGATES FOR THE SONS OF THE AMERICAN LEGION

OFFICIAL	USE	ONLY
At Large		Pd
Delegates		Pd
Alternate		Pd
Guest		Pd

The Detachment of \_\_\_\_\_ has elected the following persons, all being members of The S.A.L. in good standing, as National Convention Delegates to represent this Detachment at the Annual National Convention of the Sons of The American Legion.

The Delegates have been selected based on a membership

Detachment Officers need to be Certified as soon as your Detachment Convention ends



## THE SONS OF THE AMERICAN LEGION DETACHMENT OFFICERS REPORT FORM

Please fill out this report giving complete name, mailing address and zip code, directly following the election of new Detachments Officers. Send original to: Sons of The American Legion, National Headquarters, P.O. Box 1055, Indianapolis, Indiana 46206. Retain one copy for your Detachment Records.

**(PLEASE PRINT OR TYPE ALL INFORMATION)**

The following Detachment Officers were elected/appointed at the Detachment Convention of the Sons of The American Legion, Detachment of \_\_\_\_\_, on \_\_\_\_\_

(State)

(Date)

in \_\_\_\_\_, and will take office on \_\_\_\_\_.

(City, State)

(Date)

**DETACHMENT COMMANDER** \_\_\_\_\_  
(Member ID Number, First Name, Middle Initial, Last Name)

\_\_\_\_\_  
(mailing address & zip code)

Official Visitations to Detachments must be submitted on the Request Form



## NATIONAL OFFICER VISITATION REQUEST FORM

Date: \_\_\_\_\_

The Detachment of \_\_\_\_\_ extends a request for:

### National Commander's Visit

Conference/Convention	Date(s)	Location of Event	Nearest Major Airport	SAL Expected Attendance
1 <sup>st</sup> Choice				
2 <sup>nd</sup> Choice, if unavailable, Optional				

## **Annual Filing: Squadron Officers Report Form**

A specific form referenced as '**Squadron Officers Report Form**' must be completed shortly after the Squadron election with all information supplied to the Detachment.

The *Squadron Officer Report Form* is used by Detachment Headquarters for official purposes only.

At minimum, the Squadron Officer Report Form is used for official contact by the Detachment Commander, Detachment Adjutant and Detachment Vice Commanders for official contact and visitations.

The form is also used to qualify those officers in your Squadron that require verification of office for access to [MySAL.org](http://MySAL.org).

Official mail and newsletters are mailed to the Squadron Commander at the official mailing address provided for the Squadron on this report form. These mailings are important because they contain

information regarding deadlines, events, conferences, convention, committee reports, programs and educational materials of benefit at the Squadron level.

Newly elected (or appointed) officers for the Squadron requires notification be mailed to the Detachment and is a condition of the Squadron maintaining its Charter.

Likewise, each Detachment must submit a Detachment Officer Report Form for the newly elected and appointed Officers as soon as the Detachment Convention concludes.

Both forms plus more are issued each Spring to the Detachment Adjutant for each state in a booklet form. The booklets are titled "**National Administrative Manual**" and are also available in Portable Document Format (PDF) for easy reference and printing. Booklets are updated each year and are specific to the year issued.

## **Annual Filing: Consolidated Squadron Report (CSR)**

The Consolidated Squadron Report (*CSR*) blank forms are forwarded to each Detachment and/or Department in February of each year for distribution by the Detachment/Department to the various Squadrons. It is the most important document your Squadron can complete. The data gathered from these reports is combined with that of other Squadrons and compiled into a single report used by The American Legion, which is subsequently sent to United States Congress.

Although not every Squadron is able to participate in all aspects of Americanism, Children and Youth and Veterans Affairs and Rehabilitation, the key is to report all that the Squadron has accomplished during the current membership year. Counties, Districts and Detachments are also urged to submit a CSR.

The report is a single page form with two carbon copies and cover page with instructions. The original and second copies are to be forwarded on to Detachment Headquarters by the date the

Department/Detachment specifies but no later than June 30th.

The last copy is retained by the local Squadron. Detachments shall forward the National copy on to National Headquarters no later than 30 days prior to the National Convention.

The CSR is the basis by which the National Awards under the programs of Americanism, Children & Youth and Veterans Affairs & Rehabilitation are determined each year.

For reference purposes only, a sample copy of the form is included in on the following page.

***Only originals from the triplicate three part form in letter size will be accepted.***

***National will not process individual Consolidated Squadron Reports sent to them by Squadrons.***

All Consolidated Squadron Reports are sent by Squadrons ***to the Detachment/Department offices*** where they are processed and forwarded to data processing.

# Chapter 12 : Consolidated Reports and Annual Reporting

## Squadron Officers Report Form

### SEND to Detachment

Rec'd on date  
at SAL HQ:

/ / 2017

Posted and Filed  
at SAL HQ:

/ / 2017



Please **Print or Type this report** giving complete name, mailing address, telephone and e-mail information of all Squadron Officers. Please indicate the **meeting dates and location of your Squadron Meetings** (i.e. first Tuesday of the month, none in July or August). **Send the original to:** Sons of The American Legion, Detachment of \_\_\_\_\_ . Please photocopy and retain for your Post and Squadron records and needs.

The following Squadron Officers were elected/appointed at a regular meeting of the Squadron named: \_\_\_\_\_  
\_\_\_\_\_ Squadron # \_\_\_\_\_, of the Department of \_\_\_\_\_ the date of  
\_\_\_\_\_/\_\_\_\_\_/2017. Officers will assume their responsibilities effective (date) \_\_\_\_/\_\_\_\_/2017. The Squadron regularly  
scheduled general membership meeting is held: \_\_\_\_\_.

#### Squadron Information

Squadron Number \_\_\_\_\_ Squadron Name \_\_\_\_\_  
Mailing Address \_\_\_\_\_ Telephone \_\_\_\_\_

#### Commander

Name \_\_\_\_\_ E-mail Address \_\_\_\_\_  
Mailing Address \_\_\_\_\_ Telephone \_\_\_\_\_

#### First Vice Commander

Name \_\_\_\_\_ E-mail Address \_\_\_\_\_  
Mailing Address \_\_\_\_\_ Telephone \_\_\_\_\_

#### Second Vice Commander

Name \_\_\_\_\_ E-mail Address \_\_\_\_\_  
Mailing Address \_\_\_\_\_ Telephone \_\_\_\_\_

#### Adjutant

Name \_\_\_\_\_ E-mail Address \_\_\_\_\_  
Mailing Address \_\_\_\_\_ Telephone \_\_\_\_\_

#### Finance Officer

Name \_\_\_\_\_ E-mail Address \_\_\_\_\_  
Mailing Address \_\_\_\_\_ Telephone \_\_\_\_\_

#### Judge Advocate

Name \_\_\_\_\_ E-mail Address \_\_\_\_\_  
Mailing Address \_\_\_\_\_ Telephone \_\_\_\_\_

#### Chaplain

Name \_\_\_\_\_ E-mail Address \_\_\_\_\_  
Mailing Address \_\_\_\_\_ Telephone \_\_\_\_\_

#### Historian

Name \_\_\_\_\_ E-mail Address \_\_\_\_\_  
Mailing Address \_\_\_\_\_ Telephone \_\_\_\_\_

#### Sergeant at Arms

Name \_\_\_\_\_ E-mail Address \_\_\_\_\_  
Mailing Address \_\_\_\_\_ Telephone \_\_\_\_\_

#### Post SAL Advisor

Name \_\_\_\_\_ E-mail Address \_\_\_\_\_  
Mailing Address \_\_\_\_\_ Telephone \_\_\_\_\_

Attested Signatures

\_\_\_\_\_  
Squadron Commander

\_\_\_\_\_  
Squadron Adjutant

\_\_\_\_\_  
Date

