



Consolidated Squadron Report Explanations

REMINDER: Do not place anything else on top of this document and write on it, as this is a carbonless document and anything you lay on top of it and fill out will transfer down to all the copies below.

PLEASE PRINT OR TYPE CLEARLY!

Please check the Squadron box indicating the reporting entity.

- 1) The state is the Squadron in.
- 2) The district is the Squadron in
- 3) The Squadron number.
- 4) The name of the Squadron listed on the charter.
- 5) How many dues paid members does the Squadron currently have?
- 6) How many dues paid members did the Squadron end up with last year as of December 31, 20__?
- 7) The town or city where the Squadron resides in.
- 8) The zip code of your Squadron.

AMERICANISM

- 1) The Squadron can claim any boy(s) they sponsored for Boys State.
- 2) The cost of that Boys State sponsorship(s), or any donations that help to send a boy(s) to Boys State. (Volunteer hours should be claimed under Community Service and donations to Boys State program should be claimed under No. 28)
- 3) The Squadron can claim any girl(s) they sponsored for Girls State.
- 4) The cost of that Girls State sponsorship(s), or any donations that help to send a girl(s) to Girls State. (Volunteer hours should be claimed under Community Service and donations to Girls State program should be claimed under No. 28)
- 5) If any squadron members took any of the 5 Star/10 Ideals tests, you may claim the number of participants.
- 6) Cost of those 5 Star/10 Ideals tests and awards. Even if the award is homemade, estimate the cost of the award if the Squadron had purchased it.
- 7) The Squadron may claim all 3'x5' flags that they presented to any schools, organizations, or individuals in your communities.
- 8) The cost of those flags the Squadron replaced and/or donates. They cannot claim any the Squadron sold.
- 9) The Squadron may claim credit for each smaller flag the Squadron placed on a veteran's grave.
- 10) The Squadron may claim credit for each smaller flag gave out at parades or other events.
- 11) The Squadron may claim cost for each smaller flag. Even if donated or leftovers from last year estimate a cost for those flags used this year.

- 12) The number of hours spent giving out or placing those flags at parades or on graves. Make sure to add up all the hours for each person that was there, include those hours of anyone who went privately too. Round all hours up.
- 13) The Squadron may claim the amount of money that they donate to scholarship funds, individual scholarships, or Legion and/or Legion Auxiliary sponsored scholarships (if the Squadron doesn't sponsor its own scholarships). If the Squadron sponsors a scholarship you may count the amount of money spent on those sponsorships. (Any volunteer hours spent deciding scholarship winners should be claimed down in the *other hours* section under Internal Affairs at the bottom of the page.)
- 14) The 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. Make sure to add up all the hours for each person that was there, include those hours of anyone who went privately too. Round all hours up.
- 15) The Squadron may claim any Squadron sponsored Oratorical Contest.
- 16) The number of contestants the Squadron sponsored for the Oratorical Contest.
- 17) Estimated total cost of the Oratorical Contest the Squadron sponsored.
- 18) Number of hours spent putting on the Oratorical Contest. Make sure to add up all the hours for each person that was there. Round all hours up.
- 19) The Squadron may claim any donations to help sponsor a Color Guard or any Color Guard teams that they sponsored.
- 20) The number of appearances that the Color Guard made. Count even if the Squadron only had 1 member or more in the Color Guard.
- 21) The cost, to the Squadron, of those appearances, or any supplies that the Squadron paid for the Color Guard.
- 22) The Squadron may claim the number of Flag Etiquette and Flag Education Programs they sponsored or helped with.
- 23) The Squadron may claim the costs of Flag Etiquette and Flag Education Programs they sponsored.
- 24) The Squadron may claim the number of hours spent doing Flag Etiquette and Flag Education Programs they sponsored or helped with. Make sure to add up all the hours for each person that was there. Round all hours up.
- 25) The Squadron may claim the number of Flag Retirement Ceremonies the Squadron performs.
- 26) The number of hours spent performing or helping with these Flag Retirement Ceremonies. Make sure to add up all the hours for each person that was there. Round all hours up.
- 27) The following items should be classified under Community Service:
 - a) Volunteer hours spent as a Coach for any sports teams in your community (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 on a church council, Session, Board of Deacons, Sunday School teacher, church team or committee. Hours should also be counted as a worship leader and hours preparing to be the worship leader.

- d) Volunteer hours spent as a firefighter, paramedic, rescue personnel, volunteer policeman, etc. as long as you don't receive compensation for your services. Examples would be your time on calls, training sessions and meetings. To also help you better understand the how to classify volunteer I found this to use as a basis for all mentioned in this category. The Department of Labor classifies volunteer firefighters as firefighters that receive no compensation or nominal fees up to 20% of the compensation a full-time firefighter would receive in the same capacity.
 - e) 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. This is where you can claim the Boys and Girls State volunteer hours.
 - f) Volunteer hours spent raising money for Medical Research such as MD, MS, Epilepsy, AHA, ACS, UCP, Casey Cares, MD Special Olympics, etc.
 - g) Volunteer hours spent as a hospital volunteer, nursing facility volunteer or any health care facility volunteer.
 - h) Make sure to add up all the hours for each person that was there, include those hours of anyone who went privately too. Round all hours up.
- 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 Boys and/or Girls State programs, 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.
 - 29) The Squadron may claim the number of scouting units (Boys or Girls) that your squadron sponsors.
 - 30) The number of youths involved in the Squadron sponsored scouting units.
 - 31) Estimate the total cost of those sponsored scouting units. The Squadron should also list here any donations made to other (Boys or Girls) scouting units.
 - 32) The Squadron may claim the total number of youths sponsored for the Junior Shooting Program and Gun Safety Program.
 - 33) The Squadron may claim the total number of hours that were spent on Junior Shooting Sports and Gun Safety Courses taught by Squadron members. Make sure to add up all the hours for each person that was there; include those hours of anyone who went privately to coach other teams. Round all hours up.
 - 34) The Squadron may claim the cost of these courses and/or sponsorships or any donations that were used to help fund the Junior Shooting Sports and Gun Safety Courses.
 - 35) The Squadron may claim the number of American Legion Baseball Teams that they sponsored.
 - 36) The cost of those American Legion Baseball Teams sponsorships. (Volunteer Hours should be claimed under Community Service).
 - 37) The 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).
 - 38) The Squadron may claim Blood Drives, pints collected. Also claim pints given by members at other blood drives.

- 39) The Squadron may claim the hours of putting on the blood drive in the Squadron. Make sure to add up all the hours for each person that was there. Round all hours up.
- 40) The Squadron may claim any donations that they made to the National Emergency Fund (N.E.F.).

CHILDREN & YOUTH

- 1) The Squadron may claim donations given by the Squadron or individual members to the Child Welfare Foundation.
- 2) Total number of hours your Squadron spent doing fundraisers for Child Welfare Foundation. Make sure to add up all the hours for each person that was there. Round all hours up.
- 3) The Squadron may claim donation to Special Olympics. The Squadron should also list here any private donation made by their members.
- 4) Total number of hours your Squadron spent doing fundraisers, volunteering at events, coaching athletes for Special Olympics. Make sure to add up all the hours for each person that was there, include those hours of anyone who went privately too. Round all hours up.
- 5) The Squadron may claim donations to the Children's Miracle Network. The Squadron should also list here any private donations made by the members.
- 6) Total number of hours the Squadron spent doing fundraisers, volunteering at hospitals or chaperoning for Children's Miracle Network. Make sure to add up all the hours for each person that was there, include those hours of anyone who went privately too. Round all hours up.
- 7) Total number of Josh Dogs given out by the Squadron.
- 8) Total cost of the Josh Dogs the Squadron gave out. List a price for the dogs even if you had some leftovers from last year, or if someone donated the money to the Squadron to purchase them.
- 9) The Squadron may claim donations to Operation Military Kids. Also list here any private donations made by the members.
- 10) Total number of hours the Squadron spent doing fundraisers, volunteering with kids for Operation Military Kids? Make sure to add up all the hours for each person that was there, include those hours of anyone who went privately too. Round all hours up.
- 11) The Squadron may claim donations to any other Children and Youth Project they contributed to other than **those listed above**. (Halloween parties, Children's Christmas parties, Archery programs, etc.)
- 12) Total number of hours the Squadron spent volunteering for any other Children and Youth projects **not listed above**. (Halloween parties, Children's Christmas parties, Archery programs, etc.) Make sure to add up all the hours for each person that was there. Round all hours up.

VETERANS AFFAIRS AND REHABILITATION

- 1) Total number of visits the Squadron members made to state or federally operated Veterans Homes.
- 2) Total hours the Squadron spent visiting in those state or federally operated Veterans Homes. Make sure to add up all the hours for each person that was there, include those hours of anyone who went privately too. Round all hours up.

- 3) Total dollars the Squadron donated to the state or federally operated Veterans Homes. Be sure to include any dollars given privately by members of the Squadron in your report. This would include equipment, prizes for games, robes, quilts for Veterans, etc.
- 4) Total number of visits the Squadron made to VA Medical Center. This would include CBOC as well as hospitals. You should also include visits members made privately. These visits do not count members going to the hospital or CBOC for appointments.
- 5) Total number of hours the Squadron made to VA Medical Centers. This would include CBOC as well as hospitals. You should also include the hours members made privately. These hours do not count members going to the hospital or CBOC for appointments. Make sure to add up all the hours for each person that was there, include those hours of anyone who went privately too. Round all hours up.
- 6) Estimate how many dollars of stuff the Squadron donated to the VA Medical Centers. This would include CDOB as well as hospitals. This would include clothing, crayons, coloring books, bags, robes, prizes for games, equipment donations, etc.
- 7) Total number of hours of Field Service the Squadron did. This is where the Squadron would list the hours your VAVS representative would have for attending meetings and helping with activities at the VA Medical Centers and Homes. Make sure to add up all the hours for each person that was there. Round all hours up.
- 8) Total number of hours of Home Service the Squadron did. This is where the Squadron would list visits to Veteran's homes, helping them with repairs around their house, taking them to appointments, etc. Any money the Squadron spent helping with those repairs, if the Squadron reimbursed members for gas, you would list those expenses on line 16 of this section. Make sure to add up all the hours for each person that was there, include those hours of anyone who went privately too. Round all hours up.
- 9) Total number of hours the Squadron spent volunteering or visiting Fisher Houses. Fishers Houses are similar to Ronald McDonald Houses except they are for Veterans families as the Veterans are being treated at VA Medical Centers. Make sure to add up all the hours for each person that was there, include those hours of anyone who went privately too. Round all hours up.
- 10) Estimate how many dollars the Squadron donated to Fisher Houses, include all members private donations too.
- 11) How many hours did the Squadron spend for Support for the Troops? Support for the Troops programs is where the Squadron hold support rallies and yellow-ribbon campaigns giving communities an opportunity to express support for troops. News of such efforts provides service members encouragement and inspiration. Legionnaires and all Americans are urged to partner with local organizations, schools, government and the media to coordinate such events. Make sure to add up all the hours for each person that was there, include those hours of anyone who went privately too. Round all hours up.
- 12) Estimate how many dollars the Squadron spent doing Support for the Troops campaign. Include dollars that your members might have contributed privately.
- 13) Total number of hours the Squadron used helping the Family Support Network. The Family Support Network was created by the American Legion to help military families who have a service member missing serving their country with everyday tasks around the home like babysitting, mowing, minor repairs around the house and other routine items around the house. Remember to list all hours the members might have done privately. Make sure to add up all the hours for each person that was there, include those hours of anyone who went privately too. Round all hours up.

- 14) Estimate how many dollars the Squadron and its members spent helping the Family Support Network projects.
- 15) Total number of hours the Squadron spent on other VA&R projects not listed in this category. If you have any doubts as to what you may claim, ask yourself this question. "Does the project that you spent time and/or money on pertain to the good of the Veteran or his family?" If you answered YES and it isn't covered by a category above then list those hours here.
- 16) Estimate how many dollars the Squadron and its members spent on other VA&R projects not listed in this category. The same question would apply here as it did in 15. This would also be the place to put down any expense the Squadron and or its members would have had doing Home Service projects.
- 17) How many Veterans did the Squadron help on National Veterans Assistance Day, usually held the third Saturday in May. Even if this wasn't a Squadron activity, but members helped Veterans on this day listed the number of Veterans.
- 18) Total number of hours the Squadron spent helping Veterans on National Veterans Assistance Day, usually held the third Saturday in May. Anything the Squadron or its members did to help Veterans on this day is recorded here. Make sure to add up all the hours for each person that was there, include those hours of anyone who went privately too. Round all hours up.
- 19) The total costs of what the Squadron or its members did for Veterans on National Veterans Assistance Day, usually held the third Saturday in May.
- 20) Estimate how many dollars in donations the Squadron gave to Operation Comfort Warrior.

INTERNAL AFFAIRS

- 1) In this section the Squadron may claim any donations the Squadron **hasn't claimed before** in the sections listed above. This is also a good place to list any donations to Toys for Tots or similar programs, in your communities.
- 2) In this section the Squadron may claim any hours the Squadron **hasn't claimed before** in the sections listed above. This is where the Squadron should claim hours spent deciding scholarship winners from number 13 under Americanism section.

If you have any doubts as to what you may claim, ask yourself this question. "Does the program that the Squadron spent time and/or money on pertain to the good of the Community, State, or Nation?"

It is also important for the Squadron to attach a list of those groups that the Squadron donated to on a separate sheet of paper and attach it to the report. You don't need list the amounts by the group, but by listing those groups, if National sees a pattern of Squadrons giving to a particular organization they might remove one category and/or one to the report to better track the giving to that organization.

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.

FORMS ALL COMPLETE

Remember to make sure you sign all forms, put the appropriate title, and date the forms. Please also put the phone number down who filled out the report, so if we have questions on something we know who to contact. Failure to do this will result in eliminating your hard work from being judged for awards, on the National level and the Detachment level, as well.