THE AMERICAN LEGION

2026-2027 CPR/CSR Field Guide

Consolidated Post Report (CPR) | Consolidated Squadron Report (CSR)

WORKING DRAFT

Based on finalized artwork 71IA0926 and 50IA0926

Purpose of this guide: Use this Field Guide alongside the current CPR or CSR form. The form is the controlling reporting instrument. This guide explains what each field is asking for and offers practical examples and recordkeeping guidance. It does not create new eligibility standards, program requirements, or reporting thresholds.

1. Common CPR/CSR Reporting Guidance

The CPR and CSR document local activity for the annual reporting period June 1 through May 31. The combined data supports The American Legion's annual reporting to Congress, National leadership reporting, program evaluation, recognition, and communication of local impact.

1.1 Core reporting rules

- Report only activity actually performed during the June 1-May 31 reporting period.
- Do not expect to complete every field. Leave items that do not apply blank; do not enter zeroes.
- Use a reasonable estimate when an exact figure is unavailable.
- For costs, donations, contributions, and other monetary fields, use a reasonable estimate when necessary and round to the nearest whole dollar. Do not report cents.
- Use the specific named field whenever one exists. Reserve 'other' or 'not captured above' fields for activity that is not already reported elsewhere on that form.
- Avoid duplicating the same dollars or hours in multiple fields unless the form specifically calls for the same activity in more than one measure.

1.2 Field types

Field type	How to use it
Checkbox / participation	Mark the box when the statement applies to the reporting entity during the reporting period. Leave it blank when it does not apply.
Count	Enter the number requested by the field. Use a reasonable estimate when exact records are unavailable.
Hours	Enter the hours attributable to the activity named in that field. Use a reasonable estimate when necessary.
Dollars	Enter the amount attributable to the named activity. Round to the nearest whole dollar and do not report cents.
Other / not captured above	Use only for activity that is not already captured in a named field. Do not repeat dollars or hours already reported elsewhere.

1.3 Submission and deadlines

- MyLegion CPR/CSR reporting opens by early December. Commanders and Adjutants have access to complete and submit the report in MyLegion.
- July 1 is the National deadline for CPR/CSR submissions. Departments and Detachments may establish earlier due dates.
- For CPR fillable/PDF or paper reporting, follow the Department routing printed on the finalized CPR instruction page and retain a copy for Post records.
- For CSR fillable/PDF or paper reporting, follow the routing printed on the finalized CSR instruction page and the earlier due date established by the Detachment, if applicable.
- CPR only: a Post may attach a brief narrative, photos, or clippings for activities not captured well by the form.

1.4 Suggested year-round recordkeeping

Best practice is to keep a simple running log during the year rather than reconstructing the report at the end of May. A useful log can include the date, program/activity, number of participants or beneficiaries, dollars spent or donated, volunteer hours, and the CPR/CSR field where the activity will be reported.

2. Consolidated Post Report (CPR) Field Guide

The CPR is Post-level reporting. The finalized 2026-2027 form is Artwork #71IA0926. For paper or fillable-PDF reporting, the finalized instruction page directs Posts to submit through their Department and retain a copy for Post records.

CPR reporting tip: A Post does not need activity in every section. Report the work actually performed. A few well-documented program areas are more useful than entering zeroes or guessing at non-applicable fields.

Identification (Fields 1-6)

Field	Form wording	Field Guide
1	Department of	Enter the Department name for the Post.
2	Post No.	Enter the Post number.
3	District No.	Enter the District number used by the Department, if applicable.
4	Final 2025-2026 Membership	Enter the Post's final membership count for 2025-2026.
5	City	Enter the Post city.
6	State	Enter the state abbreviation or state name used by the Department.

Veterans Affairs and Rehabilitation (Fields 7-15)

Field	Form wording	Field Guide
7	no. of cases handled by service officer(s)	Enter the number of service-officer cases the Post is reporting for the year. Use the Post's available records; estimate reasonably if exact records are unavailable.
8	emergency aid given to veterans from post funds	Enter total Post funds used for emergency aid to veterans. Round to the nearest whole dollar.
9	no. of volunteer hours recorded at VA hospitals	Enter volunteer hours the Post is reporting at VA hospitals.
10	contributions to VA Voluntary Service program	Enter Post contributions to the VA Voluntary Service program. Round to the nearest whole dollar.
11	has a VA Voluntary Service coordinator	Mark the box if the Post has a VA Voluntary Service coordinator.
12	no. of VA Voluntary Service volunteers	Enter the number of VA Voluntary Service volunteers associated with the Post's reported activity.
13	participated in the Be The One program	Mark the box if the Post participated in Be The One during the reporting year.
14	no. of members participated in Be The One training	Enter the number of members the Post is reporting as having participated in Be The One training.
15	no. of Be The One events held by post	Enter the number of Be The One events held by the Post.

National Security (Fields 16-30)

Field	Form wording	Field Guide
16	no. of units donated via Blood Donor Program	Enter the number of blood units the Post is reporting through the Blood Donor Program.
17	no. of blood donors via Blood Donor Program	Enter the number of blood donors the Post is reporting through the Blood Donor Program.
18	no. of ROTC Medals presented by post	Enter the number of ROTC medals presented by the Post.
19	has a National Security chairperson	Mark the box if the Post has a National Security chairperson.
20	has a Crime Prevention/Law and Order program	Mark the box if the Post has or conducted a Crime Prevention/Law and Order program.

Field	Form wording	Field Guide
21	has a Fire Prevention/Protection program	Mark the box if the Post has or conducted a Fire Prevention/Protection program.
22	participated in Homeland Sec/Disaster Relief	Mark the box if the Post participated in Homeland Security or disaster-relief activity.
23	has a POW/MIA chairperson	Mark the box if the Post has a POW/MIA chairperson.
24	has Law Enforcement of the Year program	Mark the box if the Post has or participated in a Law Enforcement of the Year program.
25	has Firefighter of the Year program	Mark the box if the Post has or participated in a Firefighter of the Year program.
26	post has color guard / rifle team	Mark the box if the Post has a color guard or rifle team.
27	no. of wake, funeral or memorial honors provided for veterans	Enter the number of wake, funeral, or memorial honors the Post provided for veterans.
28	cost to post for wake, funeral or memorial services	Enter the Post's costs for the services reported in this area. Round to the nearest whole dollar.
29	post has ceremonial rifles or static display	Mark the box if the Post has ceremonial rifles or a static display.
30	no. of static displays (guns, cannons, etc.)	Enter the number of static displays the Post is reporting.

Media and Communications (Fields 31-38)

Field	Form wording	Field Guide
31	has media relations/PR officer	Mark the box if the Post has a media relations or public-relations officer.
32	produced a post publication	Mark the box if the Post produced a publication during the reporting year.
33	maintained a website	Mark the box if the Post maintained a website during the reporting year.
34	distributed a post e-newsletter	Mark the box if the Post distributed an electronic newsletter.
35	has post social media accounts (Facebook, Instagram, X, etc.)	Mark the box if the Post has social-media accounts.
36	no. of times post mentioned on radio	Enter the number of radio mentions or appearances the Post is reporting.
37	no. of times post mentioned on TV	Enter the number of television mentions or appearances the Post is reporting.
38	no. of times post mentioned in newspaper (stories)	Enter the number of newspaper stories or mentions the Post is reporting.

Veterans Employment & Education (Fields 39-54)

Field	Form wording	Field Guide
39	has employment chairperson	Mark the box if the Post has an employment chairperson.
40	has Homeless Veterans chairperson	Mark the box if the Post has a Homeless Veterans chairperson.
41	no. of career fairs participated	Enter the number of career fairs in which the Post participated.
42	no. of veterans referred to LVER or DVOP	Enter the number of veterans the Post referred to a Local Veterans' Employment Representative (LVER) or Disabled Veterans' Outreach Program (DVOP).
43	no. placed in employment	Enter the number reported as placed in employment.
44	no. placed in job training program	Enter the number reported as placed in a job-training program.
45	promoted programs such as Employer of the Year	Mark the box if the Post promoted employment-recognition programs such as Employer of the Year.
46	post submitted Homeless Veterans Outreach award	Mark the box if the Post submitted a Homeless Veterans Outreach award entry.
47	post submitted Employer of the Disabled award	Mark the box if the Post submitted an Employer of the Disabled award entry.

Field	Form wording	Field Guide
48	post submitted Employer of Older Workers award	Mark the box if the Post submitted an Employer of Older Workers award entry.
49	award to Local Veteran' Employment Representative (LVER)	Mark the box if the Post submitted/presented the LVER award activity represented by this field.
50	award to Disabled Veterans' Outreach Program (DVOP)	Mark the box if the Post submitted/presented the DVOP award activity represented by this field.
51	award to local office	Mark the box if the Post reported the local-office award activity represented by this field.
52	award for Employer of veterans, large cat/+200 employees	Mark the box if the Post reported an employer-of-veterans award in the large category (200+ employees).
53	award to Employer of veterans, med cat/50-200 employees	Mark the box if the Post reported an employer-of-veterans award in the medium category (50-200 employees).
54	award for Employer of veterans, small cat/less than 50 emp	Mark the box if the Post reported an employer-of-veterans award in the small category (fewer than 50 employees).

Americanism (Fields 55-91)

Field	Form wording	Field Guide
55	no. of boys sponsored for Boys State	Enter the number of boys the Post sponsored for Boys State.
56	cost to post for Boys State	Enter the Post's Boys State costs. Round to the nearest whole dollar.
57	amount donated for Legacy Scholarship	Enter the amount donated by the Post for the Legacy Scholarship. Round to the nearest whole dollar.
58	participated in citizenship/naturalization activities	Mark the box if the Post participated in citizenship or naturalization activities.
59	sponsored American Legion Baseball team(s)	Mark the box if the Post sponsored one or more American Legion Baseball teams.
60	cost to post for American Legion Baseball sponsorship	Enter the Post's cost for American Legion Baseball sponsorship. Round to the nearest whole dollar.
61	other athletic teams sponsored	Mark the box if the Post sponsored athletic teams other than American Legion Baseball.
62	cost to post for other teams sponsored	Enter the Post's cost for other sponsored athletic teams. Round to the nearest whole dollar.
63	sponsored Scouting unit(s)	Mark the box if the Post sponsored one or more Scouting units.
64	no. of youths in post-sponsored Scouting unit(s)	Enter the number of youths in the Post-sponsored Scouting unit(s).
65	amount donated to scouting activities	Enter the amount donated to Scouting activities. Round to the nearest whole dollar.
66	sponsored local Oratorical Contest(s)	Mark the box if the Post sponsored one or more local Oratorical Contests.
67	no. of local Oratorical contestants	Enter the number of local Oratorical contestants the Post is reporting.
68	cost to post for Oratorical Contest	Enter the Post's Oratorical Contest costs. Round to the nearest whole dollar.
69	participated in School Award program	Mark the box if the Post participated in the School Award program.
70	no. of awards presented	Enter the number of School Awards presented.
71	participated in American Education Week	Mark the box if the Post participated in American Education Week.
72	cost to post for American Education Week	Enter the Post's American Education Week costs. Round to the nearest whole dollar.
73	no. of scholarships awarded	Enter the number of scholarships awarded by the Post.
74	cost to post for scholarship awards	Enter the total Post cost of scholarship awards. Round to the nearest whole dollar.
75	participated in Vets in the Classroom	Mark the box if the Post participated in Vets in the Classroom.

Field	Form wording	Field Guide
76	cost to post of Vets in Classroom	Enter the Post's costs for Vets in the Classroom. Round to the nearest whole dollar.
77	participated in Flag Day event(s)	Mark the box if the Post participated in one or more Flag Day events.
78	participated in Get Out The Vote event(s)	Mark the box if the Post participated in one or more Get Out The Vote events.
79	participated in Veterans Day event(s)	Mark the box if the Post participated in one or more Veterans Day events.
80	participated in Memorial Day event(s)	Mark the box if the Post participated in one or more Memorial Day events.
81	participated in American Legion Birthday event(s)	Mark the box if the Post participated in one or more American Legion Birthday events.
82	participated in Four Chaplains Sunday event(s)	Mark the box if the Post participated in one or more Four Chaplains Sunday events.
83	no. hours of Community Service (estimated)	Enter the Post's estimated Community Service hours for this field.
84	cost to post for Community Service project(s)	Enter the Post's costs for Community Service projects. Round to the nearest whole dollar.
85	no. of Jr Shooting Sports Program Clubs supported	Enter the number of Junior Shooting Sports Program clubs supported by the Post.
86	no. of youth involved in Jr Shooting Sports Program Clubs	Enter the number of youth involved in the Junior Shooting Sports Program clubs the Post is reporting.
87	cost to post for Jr Shooting Sports Program Clubs	Enter the Post's costs for Junior Shooting Sports Program clubs. Round to the nearest whole dollar.
88	participated in Youth Cadet Law Enforcement	Mark the box if the Post participated in Youth Cadet Law Enforcement.
89	no. of youth involved in Youth Cadet program	Enter the number of youth involved in the Youth Cadet program the Post is reporting.
90	cost to post for Youth Cadet program	Enter the Post's Youth Cadet program costs. Round to the nearest whole dollar.
91	participated in National Day of Prayer event(s)	Mark the box if the Post participated in one or more National Day of Prayer events.

Children & Youth (Fields 92-107)

Field	Form wording	Field Guide
92	no. of C&Y activities held	Enter the number of Children & Youth activities held by the Post.
93	cash aid given to benefit children	Enter cash aid given to benefit children. Round to the nearest whole dollar.
94	value of goods given to children (reasonable estimate)	Enter a reasonable estimate of the value of goods given to children. Round to the nearest whole dollar.
95	no. of children given aid (cash or goods)	Enter the number of children who received the cash or goods reported in this area.
96	no. of volunteer hours for C&Y programs and activities	Enter volunteer hours for Children & Youth programs and activities.
97	participated in Halloween Safety	Mark the box if the Post participated in Halloween Safety.
98	participated in Health & Child Safety	Mark the box if the Post participated in Health & Child Safety.
99	participated in April is C&Y Month	Mark the box if the Post participated in April is Children & Youth Month.
100	participated in National Family Week	Mark the box if the Post participated in National Family Week.
101	cost to post for parties, dinners, prizes and gifts	Enter the Post's costs for parties, dinners, prizes, and gifts. Round to the nearest whole dollar.
102	participated in Temporary Financial Assistance (TFA)	Mark the box if the Post participated in Temporary Financial Assistance (TFA).
103	cost to post for TFA	Enter the Post's TFA costs. Round to the nearest whole dollar.
104	administrative costs (paper, equipment, etc.)	Enter administrative costs attributable to this Children & Youth reporting area. Round to the nearest whole dollar.

Field	Form wording	Field Guide
105	cost of all other child service charities	Enter costs for other child-service charities not already reported in the named fields. Round to the nearest whole dollar.
106	contributions to all other child-servicing/youth organizations	Enter contributions to other child-serving/youth organizations not already captured above. Round to the nearest whole dollar.
107	cost to post for Veterans & Children Foundation activities	Enter Post costs for Veterans & Children Foundation activities. Round to the nearest whole dollar.

Internal Affairs & Membership (Fields 108-126)

Field	Form wording	Field Guide
108	has an American Legion Riders (ALR) chapter	Mark the box if the Post has an American Legion Riders chapter.
109	no. of Legion family members in ALR chapter	Enter the number of Legion Family members in the Post's ALR chapter.
110	donations made through ALR events	Enter donations made through ALR events. Round to the nearest whole dollar.
111	cost to post for ALR operations	Enter Post costs for ALR operations. Round to the nearest whole dollar.
112	no. of miles through ALR events	Enter the number of miles the Post is reporting through ALR events.
113	has a Sons of American Legion (SAL) squadron	Mark the box if the Post has a Sons of The American Legion squadron.
114	no. of SAL squadron members	Enter the number of members in the Post's SAL squadron.
115	participated in National Emergency Fund (NEF) program	Mark the box if the Post participated in the National Emergency Fund program.
116	cost to post for NEF operations	Enter Post costs for NEF operations. Round to the nearest whole dollar.
117	amount of NEF donations made by post	Enter NEF donations made by the Post. Round to the nearest whole dollar.
118	has a American Legion Amateur Radio Club	Mark the box if the Post has an American Legion Amateur Radio Club.
119	cost to post for American Legion Amateur Radio Club	Enter Post costs for the American Legion Amateur Radio Club. Round to the nearest whole dollar.
120	participated in Buddy Check	Mark the box if the Post participated in Buddy Check.
121	no. of members contacted through Buddy Checks	Enter the number of members contacted through Buddy Checks.
122	participated in Legion Family Days	Mark the box if the Post participated in Legion Family Days.
123	no. of Legion Family Days hosted	Enter the number of Legion Family Days hosted by the Post.
124	sponsored veteran or organization for Operation Comfort Warriors grant	Mark the box if the Post sponsored a veteran or organization for an Operation Comfort Warriors grant.
125	all other fund raising not reported above	Enter other fundraising dollars not already reported elsewhere on the CPR. Do not duplicate amounts already captured above. Round to the nearest whole dollar.
126	any volunteer hours not captured above	Enter volunteer hours not already captured elsewhere on the CPR. Do not duplicate hours already reported above.

3. Consolidated Squadron Report (CSR) Field Guide

The finalized CSR is Artwork #50IA0926. The instruction page states that each reporting entity reports only its own activity. Squadron reports include Squadron activity; District and Detachment reports include only activity conducted or funded directly by that District or Detachment and do not duplicate or total subordinate Squadron activity.

CSR reporting tip: The CSR uses paired dollar/hour fields throughout most program sections. Report the dollar amount and the hours only when the reporting entity has activity to report for that line. Leave zero-value fields blank.

3.1 Reporting Entity and Identification Fields

Field	Form wording	Field Guide
Entity level	Detachment / District / Squadron	Check one box for the entity completing the report.
1	Detachment (State)	Enter the Detachment/state identification.
2	District	Enter the District number or identifier, when applicable.
3	Squadron Number	Enter the Squadron number when the reporting entity is a Squadron.
4	Squadron Name	Enter the Squadron name when applicable.
5	Paid-to-Date Membership Count, Current Year	Enter the current-year paid-to-date membership count for the reporting entity.
6	Paid-Up Final Membership Count, Prior Year	Enter the prior-year final paid-up membership count.
7	City/Town	Enter the city or town associated with the reporting entity.
8	Zip Code	Enter the ZIP Code.

3.2 Americanism

Field	Form wording	Field Guide
1	Donations, Boys State / Girls State	Enter the reporting entity's donations for Boys State / Girls State. Use a reasonable estimate when necessary; round to the nearest whole dollar and do not report cents.
2	No. of Hours, Boys State / Girls State	Enter the reporting entity's hours for Boys State / Girls State. Use a reasonable estimate when exact records are unavailable.
3	Donations, 5-Star / 10-Ideals Education	Enter the reporting entity's donations for 5-Star / 10-Ideals Education. Use a reasonable estimate when necessary; round to the nearest whole dollar and do not report cents.
4	No. of Hours, 5-Star / 10-Ideals Education	Enter the reporting entity's hours for 5-Star / 10-Ideals Education. Use a reasonable estimate when exact records are unavailable.
5	Donations, Flags Presented (All Sizes/Events)	Enter the reporting entity's donations for Flags Presented. Use a reasonable estimate when necessary; round to the nearest whole dollar and do not report cents.
6	No. of Hours, Flags Presented (All Sizes/Events)	Enter the reporting entity's hours for Flags Presented. Use a reasonable estimate when exact records are unavailable.
7	N/A	No reporting category is assigned to this line on the finalized form. Leave it blank.
8	No. of Flags Presented (All Sizes/Events)	Enter the number of flags presented during the reporting period.
9	Donations, Flag Education Programs	Enter the reporting entity's donations for Flag Education Programs. Use a reasonable estimate when necessary; round to the nearest whole dollar and do not report cents.
10	No. of Hours, Flag Education Programs	Enter the reporting entity's hours for Flag Education Programs. Use a reasonable estimate when exact records are unavailable.

Field	Form wording	Field Guide
11	Donations, Scholarships Awarded	Enter the reporting entity's donations for Scholarships Awarded. Use a reasonable estimate when necessary; round to the nearest whole dollar and do not report cents.
12	No. of Hours, Other Educational Programs	Enter the reporting entity's hours for Other Educational Programs. Use a reasonable estimate when exact records are unavailable.
13	Donations, Oratorical Contest	Enter the reporting entity's donations for Oratorical Contest. Use a reasonable estimate when necessary; round to the nearest whole dollar and do not report cents.
14	No. of Hours, Oratorical Contest	Enter the reporting entity's hours for Oratorical Contest. Use a reasonable estimate when exact records are unavailable.
15	Donations, Color Guard	Enter the reporting entity's donations for Color Guard. Use a reasonable estimate when necessary; round to the nearest whole dollar and do not report cents.
16	No. of Hours, Color Guard	Enter the reporting entity's hours for Color Guard. Use a reasonable estimate when exact records are unavailable.
17	Donations, Other Organizations	Enter donations to other organizations not already captured in the named Americanism fields. Do not duplicate amounts reported elsewhere.
18	No. of Hours, Community Service	Enter Community Service hours reported by the entity. Use a reasonable estimate when exact records are unavailable.
19	Donations, Scouting	Enter the reporting entity's donations for Scouting. Use a reasonable estimate when necessary; round to the nearest whole dollar and do not report cents.
20	No. of Hours, Scouting	Enter the reporting entity's hours for Scouting. Use a reasonable estimate when exact records are unavailable.
21	Donations, Junior Shooting Sports	Enter the reporting entity's donations for Junior Shooting Sports. Use a reasonable estimate when necessary; round to the nearest whole dollar and do not report cents.
22	No. of Hours, Junior Shooting Sports	Enter the reporting entity's hours for Junior Shooting Sports. Use a reasonable estimate when exact records are unavailable.
23	Donations, American Legion Baseball	Enter the reporting entity's donations for American Legion Baseball. Use a reasonable estimate when necessary; round to the nearest whole dollar and do not report cents.
24	No. of Hours, American Legion Baseball	Enter the reporting entity's hours for American Legion Baseball. Use a reasonable estimate when exact records are unavailable.
25	Donations, Other Teams Sponsored	Enter the reporting entity's donations for Other Teams Sponsored. Use a reasonable estimate when necessary; round to the nearest whole dollar and do not report cents.
26	No. of Hours, Other Teams Sponsored	Enter the reporting entity's hours for Other Teams Sponsored. Use a reasonable estimate when exact records are unavailable.
27	Donations, Blood Drives	Enter the reporting entity's donations for Blood Drives. Use a reasonable estimate when necessary; round to the nearest whole dollar and do not report cents.
28	No. of Hours, Blood Drives	Enter the reporting entity's hours for Blood Drives. Use a reasonable estimate when exact records are unavailable.
29	Donations, National Emergency Fund	Enter the reporting entity's donations for National Emergency Fund. Use a reasonable estimate when necessary; round to the nearest whole dollar and do not report cents.
30	No. of Hours, National Emergency Fund	Enter the reporting entity's hours for National Emergency Fund. Use a reasonable estimate when exact records are unavailable.
31	Donations, Legacy Scholarship Fund	Enter the reporting entity's donations for Legacy Scholarship Fund. Use a reasonable estimate when necessary; round to the nearest whole dollar and do not report cents.
32	No. of Hours, Legacy Scholarship Fund	Enter the reporting entity's hours for Legacy Scholarship Fund. Use a reasonable estimate when exact records are unavailable.

Field	Form wording	Field Guide
33	Donations, Other Americanism Projects	Enter donations for other Americanism projects not already captured in the named fields. Do not duplicate amounts reported above.
34	No. of Hours, Other Americanism Projects	Enter hours for other Americanism projects not already captured in the named fields. Do not duplicate hours reported above.

3.3 Children & Youth

Field	Form wording	Field Guide
1	Donations, Child Welfare Foundation	Enter the reporting entity's donations for Child Welfare Foundation. Use a reasonable estimate when necessary; round to the nearest whole dollar and do not report cents.
2	No. of Hours, Child Welfare Foundation	Enter the reporting entity's hours for Child Welfare Foundation. Use a reasonable estimate when exact records are unavailable.
3	Donations, Special Olympics	Enter the reporting entity's donations for Special Olympics. Use a reasonable estimate when necessary; round to the nearest whole dollar and do not report cents.
4	No. of Hours, Special Olympics	Enter the reporting entity's hours for Special Olympics. Use a reasonable estimate when exact records are unavailable.
5	Donations, Children's Miracle Network	Enter the reporting entity's donations for Children's Miracle Network. Use a reasonable estimate when necessary; round to the nearest whole dollar and do not report cents.
6	No. of Hours, Children's Miracle Network	Enter the reporting entity's hours for Children's Miracle Network. Use a reasonable estimate when exact records are unavailable.
7	Donations, Ronald McDonald House	Enter the reporting entity's donations for Ronald McDonald House. Use a reasonable estimate when necessary; round to the nearest whole dollar and do not report cents.
8	No. of Hours, Ronald McDonald House	Enter the reporting entity's hours for Ronald McDonald House. Use a reasonable estimate when exact records are unavailable.
9	Donations, Children's Organ Trans. Assn.	Enter the reporting entity's donations for Children's Organ Transplant Association. Use a reasonable estimate when necessary; round to the nearest whole dollar and do not report cents.
10	No. of Hours, Children's Organ Trans. Assn.	Enter the reporting entity's hours for Children's Organ Transplant Association. Use a reasonable estimate when exact records are unavailable.
11	Donations, T.A.L. Vets. and Child. Found.	Enter the reporting entity's donations for The American Legion Veterans & Children Foundation. Use a reasonable estimate when necessary; round to the nearest whole dollar and do not report cents.
12	No. of Hours, T.A.L. Vets. and Child. Found.	Enter the reporting entity's hours for The American Legion Veterans & Children Foundation. Use a reasonable estimate when exact records are unavailable.
13	Donations, Other C&Y Projects	Enter donations for other Children & Youth projects not already captured above. Do not duplicate reported amounts.
14	No. of Hours, Other C&Y Projects	Enter hours for other Children & Youth projects not already captured above. Do not duplicate reported hours.

3.4 Veterans Affairs & Rehabilitation

Field	Form wording	Field Guide
1	Donations, V.A. Medical Ctrs. & Facilities	Enter the reporting entity's donations for VA Medical Centers and Facilities. Use a reasonable estimate when necessary; round to the nearest whole dollar and do not report cents.
2	No. of Hours, V.A. Medical Ctrs. & Facilities	Enter the reporting entity's hours for VA Medical Centers and Facilities. Use a reasonable estimate when exact records are unavailable.

Field	Form wording	Field Guide
3	Donations, State Veterans Facilities	Enter the reporting entity's donations for State Veterans Facilities. Use a reasonable estimate when necessary; round to the nearest whole dollar and do not report cents.
4	No. of Hours, State Veterans Facilities	Enter the reporting entity's hours for State Veterans Facilities. Use a reasonable estimate when exact records are unavailable.
5	Donations, Nat'l Veterans Assist. Day	Enter the reporting entity's donations for National Veterans Assistance Day. Use a reasonable estimate when necessary; round to the nearest whole dollar and do not report cents.
6	No. of Hours, Nat'l Veterans Assist. Day	Enter the reporting entity's hours for National Veterans Assistance Day. Use a reasonable estimate when exact records are unavailable.
7	Donations, Operation Comfort Warriors	Enter the reporting entity's donations for Operation Comfort Warriors. Use a reasonable estimate when necessary; round to the nearest whole dollar and do not report cents.
8	No. of Hours, Operation Comfort Warriors	Enter the reporting entity's hours for Operation Comfort Warriors. Use a reasonable estimate when exact records are unavailable.
9	Donations, Fisher House	Enter the reporting entity's donations for Fisher House. Use a reasonable estimate when necessary; round to the nearest whole dollar and do not report cents.
10	No. of Hours, Fisher House	Enter the reporting entity's hours for Fisher House. Use a reasonable estimate when exact records are unavailable.
11	Donations, Other VA&R Projects	Enter donations for other Veterans Affairs & Rehabilitation projects not already captured above. Do not duplicate reported amounts.
12	No. of Hours, Other VA&R Projects	Enter hours for other Veterans Affairs & Rehabilitation projects not already captured above. Do not duplicate reported hours.
13	Donations, Homeless Veterans	Enter the reporting entity's donations for Homeless Veterans. Use a reasonable estimate when necessary; round to the nearest whole dollar and do not report cents.
14	No. of Hours, Homeless Veterans	Enter the reporting entity's hours for Homeless Veterans. Use a reasonable estimate when exact records are unavailable.
15	Donations, Troop & Family Support	Enter the reporting entity's donations for Troop & Family Support. Use a reasonable estimate when necessary; round to the nearest whole dollar and do not report cents.
16	No. of Hours, Troop & Family Support	Enter the reporting entity's hours for Troop & Family Support. Use a reasonable estimate when exact records are unavailable.

3.5 Veterans Employment & Education

Field	Form wording	Field Guide
1	Donations, VE&E Projects	Enter donations for Veterans Employment & Education projects. Round to the nearest whole dollar.
2	No. of Hours, VE&E Projects	Enter hours for Veterans Employment & Education projects.

3.6 Internal Affairs

Field	Form wording	Field Guide
1	Other Donations, Not Covered Above	Enter other donations not already reported elsewhere on the CSR. Do not duplicate amounts reported above.
2	Other Hours, Not Covered Above	Enter other hours not already reported elsewhere on the CSR. Do not duplicate hours reported above.

3.7 Signature, Title and Date

Complete the signature, title, and date fields on the fillable/PDF or paper CSR before routing the report through the applicable local process.

4. Common Questions and Examples

What if we did not participate in a program? Leave that field blank. The finalized forms specifically instruct reporting entities not to enter zeroes.

What if we know we participated but do not have an exact count? Use a reasonable estimate. The instruction pages explicitly allow reasonable estimates when exact figures are unavailable.

How should we report dollars with cents? Round to the nearest whole dollar and do not report cents. Example: $249.50 would be reported as $250.

Can the same donation be entered under a named program and again under an 'other' category? No. Use 'other' or 'not covered above' only for activity that is not already captured in a named field.

Does every Post or Squadron need something in every section? No. Report only the activity the reporting entity actually performed. Blank fields are expected when a program does not apply.

What if a Department or Detachment gives us a deadline before July 1? Follow the earlier local deadline. July 1 is the National deadline, and the finalized forms tell reporting entities to follow earlier Department/Detachment due dates.

Can a District or Detachment CSR total the reports of its Squadrons? No. The finalized CSR states that each reporting entity reports only its own activity. District and Detachment reports do not duplicate or total subordinate Squadron activity.

5. Source Documents

- 2026-2027 Consolidated Post Report, Artwork #71IA0926, 30-010 (2026).
- 2026-2027 Consolidated Squadron Report, Artwork #50IA0926, revised 10/2026.
- The American Legion Post Adjutant's Manual (2022), Section III - Reports, used for background on CPR purpose, Department routing, Post records, and narrative reporting.

Control statement: If this Field Guide and the current CPR/CSR form appear to conflict, use the current form and contact the appropriate Department/Detachment or National program administrator for clarification. The Field Guide should be updated when the annual forms change.