

Training Tuesday Recap: CPR/CSR Reports Made Easy

Date of Session: May 27, 2025

Presenter: Nick Arnett

Topic: Consolidated Post Reports (CPR) and Consolidated Squadron Reports (CSR) – “Get It Done”

Session Purpose & Summary

This session equipped American Legion leaders with tools and understanding to effectively complete Consolidated Post Reports (CPR) and Consolidated Squadron Reports (CSR). CPR/CSR is mandated by NEC Resolution No. 7 and is essential for documenting activities, measuring impact, and informing testimony to Congress under our federal charter. The session also simplified the reporting process and encouraged leaders at all levels to view reporting as a meaningful way to showcase impact.

Authority & Background

CPR/CSR was established by NEC Resolution No. 7 (October 1974). It formalized the requirement for all Posts and Squadrons to report major activities annually to National Headquarters through Department channels.

Deadlines & Timeline

- June 1 – May 31: Reporting period for CPR/CSR activities.

- July 1: Official due date for Department award consideration.
- July 31: Soft deadline for eligibility consideration.
- September 1: Final cutoff for CPR/CSR inclusion in National reports.
- Weekly updates begin in May to National leadership.

Why It Matters

CPR/CSR data tells The American Legion story, supports national advocacy, and increases visibility of local service. It drives recognition, contributes to congressional testimony, and helps departments track performance and improve support.

Outline of Key Points Discussed

1. Purpose of CPR and CSR: Reflect Post and Squadron activities to National Headquarters.
2. Who Completes the Reports: Typically Commanders and Adjutants.
3. Where to File: MyLegion.org with email backup to mssforms@legion.org.
4. Tips for Accurate Reporting:
 - - Keep records throughout the year.
 - - Involve the full leadership team.
 - - Cross-check totals and narrative consistency.
5. Common Mistakes to Avoid:

- - Leaving sections blank.
- - Guessing data instead of estimating conservatively.
- - Not keeping a copy for records.

6. Connecting CPR/CSR to Post Success:

- - Use data to advocate for funding, partnerships, and visibility.
- - Share narratives that show impact.

7. Available Support:

- - Department HQ assistance.
- - Online guides and videos.
- - Training Tuesdays recap files.

Form Structure & Sections

The CPR/CSR includes sections for: VA&R, National Security, Media & Communications, Veterans Employment & Education, Americanism, Children & Youth, and Internal Affairs. Each section requires either numerical data or Yes/No inputs. 'No' = blank; 'Yes' = not blank.

How to Use MyLegion

1. Login at MyLegion.org with Adjutant or Commander access.
2. Select 'My Groups' > Your Post or Squadron.
3. Choose 'Submit CPR/CSR Reports'.
4. Use 'Edit' to enter data – 'Save as Draft' or 'Submit Final'.
5. Certify each page digitally or via scan & email.

Awards for CPR/CSR Reporting

- 100% CPR Award – National Convention recognition for departments with 100% submission by July 1.
- 100% Children & Youth Narrative Award – for departments with 100% post narratives compiled and submitted.

Mentor Others

District officers and experienced leaders should assist Posts and Squadrons by offering CPR/CSR training, ensuring access to tools, reminding of deadlines, and promoting administrative best practices.

Review & 5 Key Takeaways

1. CPR/CSR are due July 1 (accepted until September 1).
2. Use MyLegion to simplify submissions and track progress.
3. Maintain accurate records throughout the year.
4. Awards depend on timely, quality submissions.
5. Strong data tells a strong Legion story—help others succeed.