

Department of Vermont Post Evaluations

At the Department of Vermont Executive Committee meeting on April 10, 2016 the Post Evaluation revised form was approved. This new form will provide the Department with more detailed information to help understand where our posts are and if and where they need assistance.

Each county commander will have, under his or her jurisdiction, posts ranging from highly successful to dormant. It is your responsibility to visit each post within your county.

Instructions for filling out the post evaluation

- All evaluations must be conducted in person with the Post Commander and Post Adjutant and during a monthly meeting if possible.
- Completed post evaluations are due to the Department of Vermont headquarters no later than January 1. Evaluations that miss this cut off will **NOT** receive stipend payment.
- It is the responsibility of the county commander to complete his or her evaluations. If this is not possible in the given timeframe, work with your District Commander for assistance.
- A post debrief narrative will be expected with each evaluation turned in.

Department of Vermont Post Evaluations

Post Information:

Post Name: _____ #: _____

Location: _____ Date of Visit: _____

Name of Commander: _____ Name of Adjutant: _____

Membership: Goal: _____ To date: _____ Last Year: _____

Auxiliary Unit: YES NO Sons Squadron: YES NO

Are the post by-laws current: YES NO Last updated: _____ (attach copy)

Committees:

	Committee Appointed (Circle one)		Number of Events
Americanism	YES	NO	
Membership	YES	NO	
Children & Youth	YES	NO	
Veterans Affairs & Rehab	YES	NO	
Veterans Employment & Education	YES	NO	
National Security	YES	NO	
Boys State	YES	NO	
Oratorical	YES	NO	
Other Committees	YES	NO	
Community Patriotic Observations Identify: _____ _____	YES	NO	

Describe general content of the meeting: _____

Post members present: _____ How often does post meet? _____

How often does the post executive committee meet? _____

Does post leadership attended:

District meetings: YES NO Mid-Winter: YES NO Annual Convention: YES NO

Does post have a fundraising plan to ensure post programs remain vibrant? YES NO

	0	1	2	3	4	5
Follows principles of Preamble						
Established Youth programs						
Members are interested and active						
Post is a community center						
Veterans needing help are helped						
Established businesslike operation						
Is a friendly place to be						
Is well thought of by the community						
Is well thought of by veterans						

TOTAL POST SCORE: _____

DATE OF EVALUATION: _____

Rating Schedule

- 0 = No participation
- 1 = Poor
- 2 = Below average
- 3 = Average
- 4 = Above average
- 5 = Excellent

Overall Assessment from Post total

- 0 – 4 = Dead
- 5 – 14 = Poor
- 15 – 24 = Below average
- 25 – 34 = Average
- 35 – 44 = Above average
- 45 – 50 = Excellent

Signed (post officer): _____ Title: _____

Signed (department representative): _____ Title: _____

Provide a post assessment debrief of what you experienced at this post:

Some questions to ask yourself when doing this debrief:

- Who did you coordinate with setting up the meeting and your experience?
- Did the meeting start promptly?
- Was the meeting structured following the guidelines in the Officers Manual?
- Did they have a quorum according to their by-laws?
- Did they offer a POW/MIA recognition and retirement?
- Where minutes read?
- Did they have a finance report?
- Did they have sick call?
- Was a prayer offered?
- Did they introduce new members?
- You should also highlight areas for improvement and make suggestions on how to accomplish these highlighted areas.