

Department of Vermont Post Evaluation

Post Information

Post Name: _____ # _____

Date of Visit: _____

Name of Commander: _____, Name of Adjutant: _____

Membership Goal: _____, To date: _____, Last year: _____

Auxiliary Unit: Y / N Sons Squadron: Y / N Squadron Advisor: _____

Post Members Present: _____, % of total membership: _____

Date and Time of Post Executive Committee Meetings: _____

Post Administration

Form 990: Date last filed _____, Name of filer _____ (8 pts)

Biennial (Incorporation) Paperwork filed with VT Sec. of State: date _____, submitter _____ (6 pts)

Post Website or Facebook URL: _____ (3 pts)

Does Post Commander have access to MyLegion: Y / N (2.5 pts)

Does Post Adjutant have access to MyLegion: Y / N (2.5 pts)

Name of Post Service Officer: _____, Recent Activity: _____
_____ (3 pts)

How does and how often does the Post Communicate with its members: _____

What are the training needs of the Post: _____

Total Points: _____

Meeting Format and Presentation

Colors presented or in place with salute	Y / N (2 Pts)	Finance report	Y / N (2 pts)
Prayer	Y / N (2 pts)	Membership report	Y / N (2 pts)
POW / MIA Ceremony	Y / N (2 pts)	Service Officer report	Y / N (1 pt)
Pledge of Allegiance	Y / N (2 pts)	SAL report	Y / N (1 pt)
Preamble	Y / N (2 pts)	Good of the Legion	Y / N (1 pt)
Minutes of previous meeting	Y / N (1 pts)	Closing Ceremony	Y / N (2 pts)

Total Points: _____

Post Finances

Was a copy of the Post Financial Statement Provided to every member in attendance: Y / N
(5 pts)

Is a copy of the Post Financial Statement posted in the building for member access: Y / N
(5 pts)

Is a copy of the SAL Squadron Financial Statement posted in the building for member access: Y / N (5 pts)

[Note: Financial Information should be accessible but not in the Club room]

Is the Post's current month P&L at least breakeven? Y / N (5 pts)

Are the Post's savings and investments sufficient to fund Post expenses for up to six months? Y / N (5 pts)

Total Points: _____

Legion Programs

Does the Post sponsor an AL Baseball Team: Y / N, if so, team name _____
if not, did the Post support a specific team or the Dept. Baseball program: Y / N; How?
_____ (5pts)

Does the Post sponsor an Oratorical Program Participant: Y / N; if so, name of participant
_____, school _____, if not, did the Post provide direct support for the Dept. Oratorical program Y / N; if so, how?
_____ (5 pts)

Does the Post sponsor a Boy Scout Troop Y / N; if so, name of Troop _____
If not, did the Post provide direct support to the Dept. Boy Scout program in general? Y / N;
How? _____ (5 pts)

Did the Post sponsor any participants to Green Mountain Boys State Program? Y / N? If, who
_____, School _____
_____, School _____

If not, did the Post provide direct support to the Boys State Program?
How _____ (5 pts)

Did the Post sponsor any participants in the Law Cadet Program? If so,
who _____, school _____

If not, Did the Post provide direct support to the Law Cadet Program?
How _____ (5 pts)

Have the Post's key officers taken the American Legion Basic Training Course?

Officer _____ Date Completed _____

Commander (1 pt) _____

1st Vice Commander (1 pt) _____

2nd Vice Commander (1 pt) _____

Finance Officer (1 pt) _____

Adjutant (1 pt) _____

Total Points

Administration _____ (max 25)

Meeting Format _____ (max 20)

Finances _____ (max 25)

Legion Programs _____ (max 30)

Total _____ (max 100)

Evaluator _____ Post Commander _____

Provide a short narrative of what you experienced at this Post. Include observations of:

- Who you coordinated with to set up your visit.
- Was this a cordial and cooperative visit
- Did the meeting start promptly and was it well managed
- Did they properly introduce you and offer you the opportunity to address the meeting
- Were there any particular areas in which this Post excels
- Were there any areas where this Post could improve and/or need assistance