

THE AMERICAN LEGION
DEPARTMENT OF



HIO

DEPARTMENT HEADQUARTERS: 60 BIG RUN ROAD, DELAWARE, OHIO 43015-8007
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DISTRICT _____ POST _____

POST INSPECTION FORM

(Must be completed and returned by **MARCH 1st**)

As _____, I have visited _____
(TITLE) (POST NAME)

Post No. _____, _____, Ohio, I have inspected the Post records, and report as follows:

(1) Names of Officers: On file in Department Headquarters __ Yes __ No (See Back)

(2) Post meets regularly __ Yes __ No DAY _____ TIME _____

(3) At (location): _____

(4) # Attending the Meetings: _____ Conducted according to ritual __ Yes __ No

(5) Post has: Constitution and By-Laws __ Yes __ No

(a) last time updated _____ Submitted to Dept JA for review __ Yes __ No

(6) Post is incorporated _____ is not incorporated _____ incorporated expiration date * _____

*Certificate of continued existence must be filed every five years to keep incorporated status <https://businesssearch.sos.state.oh.us>

(7) Adjutant keeps accurate membership records __ Yes __ No; Minutes of Meetings __ Yes __ No

(8) Finance Officer keeps proper record of all funds __ Yes __ No;

Officers handling money are bonded __ Yes __ No; Post Finance Records are audited __ Yes __ No

(9) Total Post Dues, including State and National per capita \$ _____

(10) In accepting new members, eligibility is verified __ Yes __ No

(11) Post has Service Officer __ Yes __ No; __ Voluntary __ Paid

(12) Post is active in: __ Rehabilitation __ Child Welfare __ Family Support Network __ Community Service
__ Support the Troops

(13) Post has a Legion Riders Chapter __ Yes __ No

(14) Post has an SAL __ Yes __ No Post has a AUX unit __ Yes __ No

(15) A definite membership effort __ is maintained __ is not maintained.

(16) Does Post have a canteen ___Yes ___No Type of License: _____

(17) CHECK TO DETERMINE WHETHER POST HAS SOCIAL OR HONORARY MEMBERSHIPS. IF SO, ADVISE THESE TYPES OF MEMBERSHIPS ARE PROHIBITED BY THE AMERICAN LEGION CONSTITUTION, AND SHOULD BE WITHDRAWN.

POST TELEPHONE NUMBER:

Post website: _____, Post email: _____

Post Facebook page: _____

(MUST BE COMPLETED BY MARCH 1) _____

Inspecting District Officer

Attest _____

Post Officer

Date of Inspection

Remarks and suggestions:

Post Officers:

Commander: _____ Address: _____

Email: _____

Adjutant: _____ Address: _____

Email: _____

1st Vice Commander _____ Address: _____

Email: _____

Finance Officer: _____ Address: _____

Email: _____

Post Service Officer: _____ Address: _____

Email: _____