

POST ADJUTANT

Serving your members and your Post

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Adjutant 2 Session

- 11:00 am to 11:50 am
- PA255
- June 6, 2026

Course Objectives

Participants will learn about...

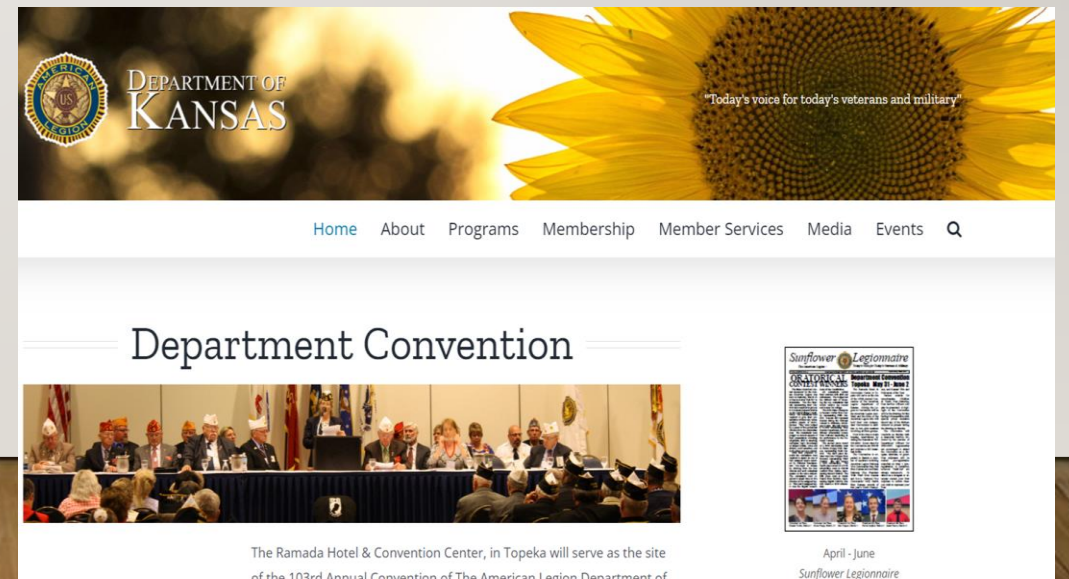
- The responsibilities of the position
 - Obligations to National/Department/District/Post
 - Calls to Convention
 - Awards
 - Reports
 - Correspondence
 - Department news

Conventions

- Call to Convention—District and Department.
 - National Convention is a separate process. Names are submitted at District Convention for approval.
- Delegate count—based on Post membership as of a certain date.
 - At-Large delegates do not count against your delegate count.
- Call gives registration instructions, lunch menu, memorial service instructions
 - The more you pre-register the better.

Department Adjutant's Letter

- Always read through. Department mails this, but it may not get to you on time, so go to KansasLegion.org if you need this for your general membership meeting.
- Announce topics that pertain to general members.
 - Boys State, Cadet Law
 - Scholarships
 - Legislative topics
 - Upcoming conventions



The screenshot shows the top portion of the Department of Kansas website. The header features the Department of Kansas logo on the left, the text "DEPARTMENT OF KANSAS" in the center, and a large sunflower image on the right with the tagline "Today's voice for today's veterans and military". Below the header is a navigation menu with links for Home, About, Programs, Membership, Member Services, Media, and Events, along with a search icon. The main content area is titled "Department Convention" and includes a photograph of a group of people seated at a long table during a convention. To the right of the photograph is a thumbnail of the "Sunflower Legionnaire" newsletter. At the bottom of the page, text indicates that the Ramada Hotel & Convention Center in Topeka will serve as the site for the 103rd Annual Convention of The American Legion Department of Kansas, and the newsletter is dated April - June.

District awards / Gold & Silver Star awards

- District Awards recognizes those who are of great service to the Post.
 - Work with your officers to compile a list of names.
- Gold/Silver star awards are based on new members your Post has recruited.
 - Recognizes members who recruit new members.
 - Usually due mid-February.
 - These are not national required reports.

Gold Star and Silver Star

- Keep track of members that recruit new members
- List recruiters on this form.
- Sign & date at bottom.
- Mail in before Feb. 15th.
- I have emailed this to departmentadjutant@kansaslegion.org

2025

GOLD STAR AND SILVER STAR

OFFICIAL CERTIFICATION FORM

This is to certify that the following Legionnaires have secured 30 or more points for the 2025 membership year based on: 1 point for each Renewal; 2 points for each New Member and have thereby qualified for official membership in the Kansas American Legion Gold Star club.

Last Name	First Name	Address	Renewal	New	Total

Reports for National

(starts February of each year)

- Gold Star Awards—due February 15th (not a National report)
- Children & Youth—due before District Convention.
- Service Officer's Reports—due March 1st
- Annual Post Data Report—due March 15th
- Post Officer Certification—due July 1st, but send in ASAP
- Consolidated Post Report—due May 1st
- **ALWAYS READ YOUR STATE ADJUTANTS LETTER FOR CHANGES**

Americanism and C&Y Report

- Not available on MyLegion
- Comes by mail
- A lot of this info will go on CPR
- Due before your District Convention
- Part of 100% Reporting Award

AMERICANISM AND C&Y REPORT

CHILDREN & YOUTH ACTIVITY FOR 1-31 OF THE CURRENT YEAR THRU 2-01 OF THE FOLLOWING YEAR

NOTHING TO REPORT: PLEASE RETURN THIS REPORT TO YOUR **DISTRICT CHAIRMAN** EVEN THOUGH YOU HAVE NO ACTIVITY — A REPORT IS STILL NEEDED FROM EVERY POST TO REACH 100%

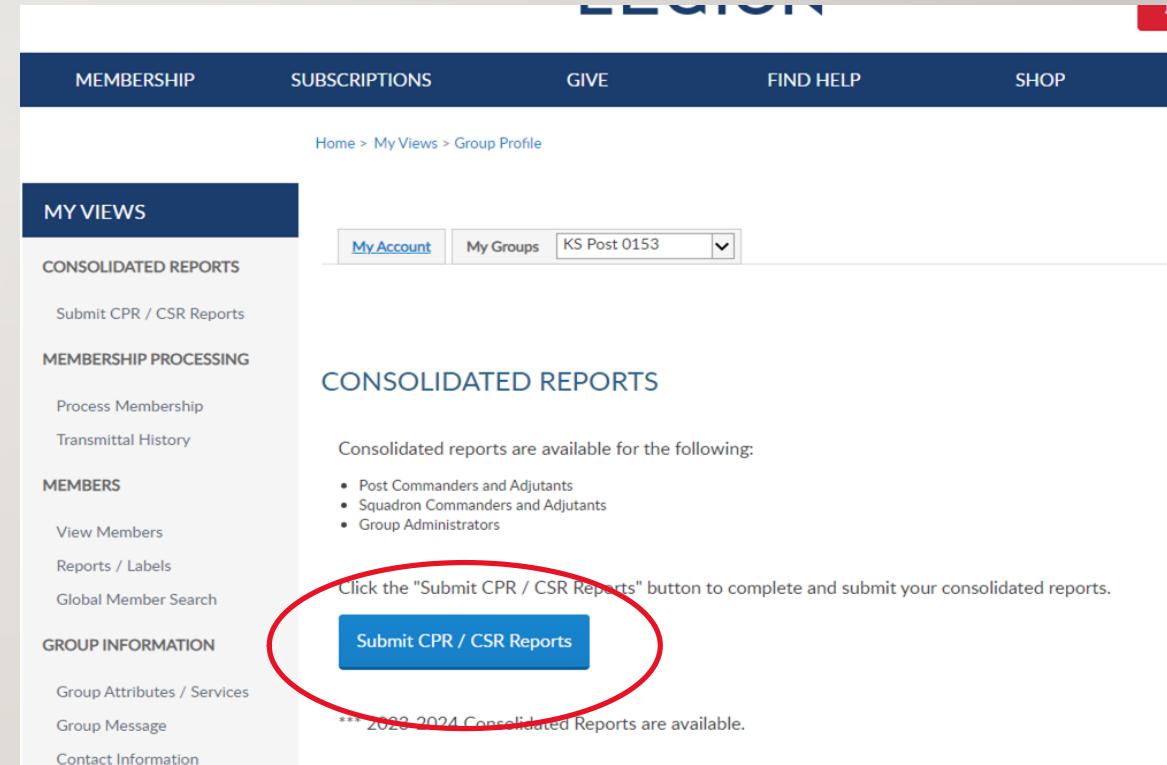
	ESTIMATED NO. HOURS SERVED	ESTIMATED NO. OF YOUTH SERVED	ESTIMATE OF EXPENDITURES MADE
AMERICANISM:			
AMERICAN LEGION BASEBALL			
OTHER COMMUNITY YOUTH SPORTS PROGRAMS			
BOYS STATE			
GIRLS STATE			
CADET LAW ACADEMY			
BOY -CUB - GIRL SCOUTS			
COUNTY GOVERNMENT DAY			
PROMOTE FLAG ETIQUETTE			
ROTC AWARDS			
SCHOOL AWARD			
SUPPORT OF NAT'L ED WEEK			
ORATORICAL PROGRAM			
SHOOTING SPORT			
SCHOLARSHIPS:			
POST SCHOLARSHIP			
OTHER SCHOLARSHIPS			
SPECIFY:			
CHILDREN & YOUTH:			
MONEY GIVEN TO NEEDY FAMILIES WITH CHILDREN			
VALUE OF GOODS (FOOD, CLOTHES, GAS, MEDICAL CARE, ETC.)			
CONTRIBUTIONS TO AMERICAN LEGION CHILD WELFARE FOUNDATION			
CONTRIBUTIONS TO SPECIAL OLYMPICS			
OTHER CONTRIBUTIONS SPECIFY:			
DRUG ABUSE PREVENTION			
MISSING CHILDREN			
TEENAGE SUICIDE PREVENTION			
VISION PROGRAM			
APRIL IS C&Y MONTH			
HALLOWEEN SAFETY			
HUNTER SAFETY			
COMMUNITY YOUTH PARTIES/PROGRAMS			
SPECIFY: <i>ENTER 566</i>			
<i>SUMMER CAMP</i>			
REPORT FOR: <u>Olathe Post 153</u>	CITY AND POST #		DATE: <u>8/10/2025</u>
REPORTED BY: <u>Julie Miller</u>	POST C&Y CHAIRMAN/OFFICER/MEMBER SUBMITTING REPORT		
OTHER: LIST ON BACK OF THIS SHEET OR SEPARATE SHEET			

Post Data Report, Children & Youth, Service Officer and Gold Star Report

- Cannot be downloaded from MyLegion.org
- Sent by Department, starting in January.
- Service Officer report
- Keep a copy

Consolidated Post Report-due May 1st.

- Blue rectangle: Submit CPR/CSR
 - You are NOT submitting when you select this button.
 - Each year will be listed. Click on Edit to fill out the form.
 - Fill out throughout the year.



The screenshot shows a web portal interface with a dark blue navigation bar at the top containing links for MEMBERSHIP, SUBSCRIPTIONS, GIVE, FIND HELP, and SHOP. Below the navigation bar, the breadcrumb trail reads 'Home > My Views > Group Profile'. A left-hand sidebar menu is titled 'MY VIEWS' and includes sections for 'CONSOLIDATED REPORTS' (with a link to 'Submit CPR / CSR Reports'), 'MEMBERSHIP PROCESSING' (with links for 'Process Membership' and 'Transmittal History'), 'MEMBERS' (with links for 'View Members', 'Reports / Labels', and 'Global Member Search'), and 'GROUP INFORMATION' (with links for 'Group Attributes / Services', 'Group Message', and 'Contact Information'). The main content area shows a 'My Account' link, a 'My Groups' dropdown menu currently set to 'KS Post 0153', and a section titled 'CONSOLIDATED REPORTS'. This section states that reports are available for Post Commanders and Adjutants, Squadron Commanders and Adjutants, and Group Administrators. A blue button labeled 'Submit CPR / CSR Reports' is circled in red. Below the button, a note indicates that 2023-2024 Consolidated Reports are available.

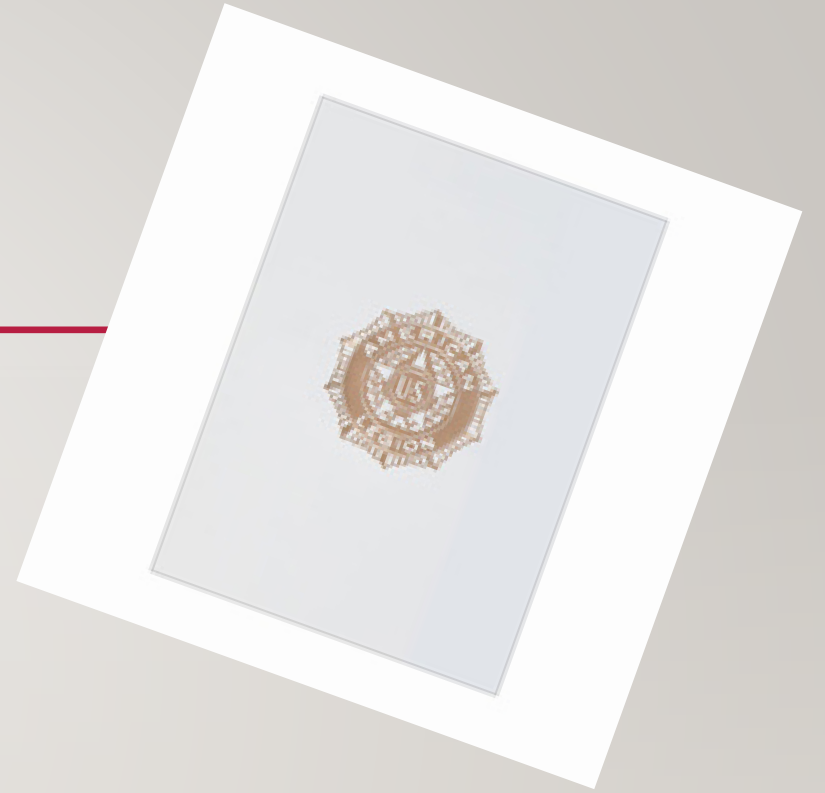
CPR Report

- Veterans Affairs
- National Security
- Media & Communications
- Veterans Employment & Education
- Americanism
- Children & Youth
- Internal Affairs
- Over 100 questions
- Lots of questions on \$\$ spent
- Advice: give these categories to other members to keep track and gather their reports in April.
- A lot of information should be in the minutes from the past year.
- Honor system—information used for lobbying policymakers.

Post Everlasting ceremonies

- Keep track of deceased members.
- Call to Convention should have contact information for memorial at District Convention
- Manual of Ceremonies details Post Everlasting, including script and diagrams.

Additional Duties



- Correspondence
 - Cards, letters, emails to the Post
 - Have some Legion cards for sending out.
 - State Adjutant's Letter
 - Summarize correspondence or Adjutant's Letter at meetings
- Support of Post Officers—long term Adjutants become the best source of information.

Cloud storage

- Google Drive—15 GB free
- Microsoft One Drive—costs \$\$\$?
- Dropbox—costs \$\$\$?
- Flash drive—prone to malfunction
- Email—small amount of storage

- Have instructions for how to access the stored files in case of emergency.

Useful websites



- [Kansaslegion.org](https://kansaslegion.org)
- SALKansas.org
- MyLegion.org
- Social media
 - Some sites have official Legion media
 - Beware the personal sites

Survey

Scan with the
camera on your
phone.