



Missouri Consolidated Chapter Reports 2018-2019

The Consolidated Chapter Report (CCR) is utilized as a tool for chapters to document the various activities they have done during the twelve-month reporting period from 1 June through 31 May. **Your chapter's information should also be incorporated with your Post Consolidated Report.** Your chapter's information, combined with that of other chapters, helps us tell our story and is critical in helping us quantify the difference the ALR of Missouri makes every day across the state. This is your chance to share with the rest of the Department of Missouri just what you have been doing all year to support the veteran community.

As with any American Legion Consolidated Report, you are on the "honor system". We will not ask you to validate or prove any data provided. This data will also be used to determine the Missouri Small (5 to 34), Medium (34 to 69) and Large (70 plus) American Legion Riders of the Year Chapters. If your chapter did not participate in a program listed on the report, or you are unable to get the information by the requested date, leave the section blank. Report the information on services you have provided. When you report on dollars donated do not use cents; round up to the nearest dollar. If you have provided service in some way that cannot be entered into one of the provide areas use the "other" field. When providing totals in the "other" fields please use a separate sheet to provide a written explanation of what the event or service was.

On the next page we have included additional instructions for your Consolidated Chapter Report (CCR). An email version will be emailed to your ALR Chapter Director or Chapter Representative NLT 1 May 2019. If you do not receive the current CCR Form by 1 May 2019, email the MO Director and ask for the MO ALR CCR Form. If you would prefer the Excel version be emailed to you for your use, make the request to the MO ALR Director. You can either scan the completed document and email it to me or just print it and return the form via snail mail to me at the address below.

It is imperative that you get the reports turned in on time so that we may select this year's Chapter of the Year in the Small, Medium, and Large categories, as well as consolidate all of our totals for our Director to brief the Department Executive Council at the Department Convention. Your reports are due to the Missouri ALR Director **NLT 1 June 2019.**

See the next page for additional instructions.

Additional MO ALR CCR instructions:

1. No other variation of this form will be accepted. All previous consolidated report forms are obsolete. Do not use them.
2. Complete all information in the heading section including number of members in the Chapter. The number of members should match those sent in to Department. If you have some you have not sent in, do not include them in this report.
3. Enter the appropriate numbers in the spaces provided. The form should automatically calculate totals for each section and at the end of the report. Round up any money figures to the nearest dollar. Use “/s/ (your name)” as a signature and enter your title and date at the end of the report.
4. Save the completed form to your computer where you can find it.
5. When completed, send an email to: alrmodirector@gmail.com and include the saved report as an attachment. The form may also be mailed to: Don Gerspach PO Box 179, Jefferson City, MO 65102. You will receive an email receipt. If you do not get a receipt, it has not been received so follow up and make sure it gets turned in.
6. You may choose to complete this form by hand but you will have to do all the calculations. When completed, mail or email it as described above.
7. The due date for this form is 1 June 2019.

A few notes about the form and the numbers:

When you enter the number of bikes in an event, be sure to enter the same number of people or more in the next block. Obviously, a bike can't make it to an event unless someone put it there so there should be at least as many people as bikes. It is possible to have more people than bikes since there are “doubles” on some bikes.

There is no space for “cages” so you may list the “cage” as a bike.

Any questions about the report may be directed to ALR Director email : alrmodirector@gmail.com

As always, thank you for all you do and taking time to complete your Consolidated Chapter Report.

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