



American Legion Riders, Department of Pennsylvania

Consolidated Chapter Report (CCR) - Instruction Sheet

Purpose: The CCR is designed to log your Legion Rider Chapter's activities. The American Legion is a volunteer non-profit organization. To protect our non-profit status, good policy is to report activity by volunteer hours and charitable giving. This information gives your Regional Director, State President, Department Commander and National Commander the consolidated data to report the good work of the American Legion.

Recommended Practice: Your Chapter Secretary should maintain the CCR on a monthly basis. During your monthly chapter meeting while discussing upcoming events or the success of a past event, the necessary data is available to update the report. This practice will have you prepared for yearend and send to your Regional Director. You can use this form in an electronic form or print and hand write the information. When using it electronically it will allow you to total your activity and save the form with your annual history. If you print and hand write, you can take a picture of the completed form and email/text to your Regional Director.

Example CCR Form: When you download the CCR form from the website, save it as your own Chapter for example; ALR10CCR2017. This will indicate to your Regional Director which chapter's form they have and from what date period.

Report Columns/Fields

Reg. = Regional Number

Chap. = Your ALR Chapter Number

Date = Date the event or activity took place. This name should indicate the location.

Event Type = Try to use the listed names below. This will allow the list to be sorted when all State data is consolidated. This will provide a total of how many hours were volunteered for funerals, money donated to veterans home or funds raised, etc.

Visit – A group visit to a veteran's home, hospital or other veteran's organization.

Community – Attended and supported a community service based event.

Fundraiser – This should be used for all events where you raise money, if the money is intended for a specific charity or for your general account to use for a future charity.

Parade - Use this for parade you participated in and how many man hours total, each rider times the amount of hours for the ride.

Funeral – This should be used for Flag Lines, Escorts, and grave side services. Report the total man hours, each rider times the amount of hours.

Donation – Any donations made to a person or organization.