2025-2026 Membership Year Post Evaluation

Post #	City:	Date Visited:
Post Commander's Name & Signature	**Post Adjutant's Name & Signature**	
Where is the Post Meeting?	**How Often?**	

Statement	Yes	No
1. Has the Post elected and certified their officers according to the Department Constitution and Bylaws?		
2. Does the Post meet regularly (Weekly, Monthly, Quarterly)		
3. Have the Post Officers completed Basic Training as required by the Department Constitution and Bylaws?		
4. Has the Post filed a copy of their Constitution and Bylaws with the Department? If so, when? (Date of last edition:_____) Recommend annual review		
5. Does the Post Constitution and Bylaws have an officer succession plan, in case of death, illness or resignation? (If not, the Department will need a revision)		
6. Does the Post have officer crime insurance? (required by Dept C&B)		
7. Does the Post have liability insurance? (required)		
8. Is the Post Incorporated? (Requires annual renewal and is highly recommended to protect its members)		
9. Has the Post filed its annual IRS 990 to maintain its status as an exempt organization as called for in the National Constitution? (compulsory)		
10. Is the Post using myLegion to process membership transmittals?		
11. Does the Post send a Delegate to the Department Mid-Winter Conference and the Department Convention?		
12. Is the Post conducting Buddy Checks at least twice a year?		

Comments/Observations: