



Consolidated Squadron Report – Detachment of Virginia

Gentlemen,

Please remember that if your Squadron only did one thing this year, please report it on the Consolidated Report Form. Every Squadron is required to complete one. This information is very important to the Legion, and we all know the “Sons Git It Done”. Please let me know if need assistance with completing the form or you can contact your Detachment Vice Commander.

Vice Commander East	Jarrold Vass	detachmentviceeast@vasons.org
Vice Commander West	Jay Rarick	detachmentvicewest@vasons.org
Vice Commander North	Tyler Vanice	detachmentvicenorth@vasons.org

Please send the completed form back to me and not the Department or National Headquarters. The CSR is due by 5/17/24.

You have two options:

- **Excel Spreadsheet Version**
 - It is very easy to use, and it will calculate all the math for you.
 - Save this file to your computer, do not open the attachment from your email.
 - Go to where you saved the file and open it by double clicking it.
 - Enter your data on the Details tab (you can put yearly totals in any month column)
 - Make sure you complete the top of the form with your Name, Squadron and other data (on the Details tab).
 - After completing the Details tab, go to the CSR Tab and print a copy for your records.
 - You do not need to print and sign it. It will have the name of the Author embedded in the Excel CSR tab.
 - Go to the Accomplishments tab and print a copy for your records.
 - Send the completed Excel file back as an attachment.
- **Fillable PDF Version**
 - Save this file to your computer, do not open the attachment from your email.
 - Go to where you saved the file and open it by double clicking it.
 - Enter your data into the appropriate areas.
 - Save the file.
 - Print a print a copy for your records.
 - Email back to me the completed PDF as an attachment.

Things to keep in mind:

- Do not print it out, take a picture of it and then email the picture.
- Do not email it to the Department.
- Do not mail it to the Department.
- Do not email it to National.
- Do not mail it to National.
- If you are unable to complete the form electronically and you manually complete it, please mail it to:

Joe Gallagher
2217 Flat Branch Ct.
Henrico, VA 23233