

THE AMERICAN LEGION  
Department of Pennsylvania

**POST HOME REPORT**

*(Activity must cover period May 1, 2015 through April 30, 2016)*

**IMPORTANT: POST HOME AWARDS WILL BE BASED ON THE INFORMATION PROVIDED ON OR ATTACHED TO THIS REPORT FORM. ALL APPLICATIONS MUST BE IN COMPLIANCE WITH THE RULES OR THEY WILL BE REJECTED.**

POST NAME \_\_\_\_\_ POST NO. \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY/STATE/ZIP \_\_\_\_\_

DISTRICT \_\_\_\_\_ SECTION \_\_\_\_\_ MEMBERSHIP CLASS \_\_\_\_\_

MAIL TO:  
THE AMERICAN LEGION  
PO BOX 2324  
HARRISBURG, PA 17105-2324

***DEADLINE: MAY 22, 2016***

1. SHORT NARRATIVE EXPLAINING YOUR DECISION TO BUILD, REBUILD OR REMODEL. INDICATE WHO DID THE WORK (CONTRACTOR OR VOLUNTEER), COSTS INCURRED AND PERTINENT DETAILS OF WORK DONE *(attach additional sheets if necessary)*.

2. SUBMITTING DATA FOR:

\_\_\_\_\_ NEW CONSTRUCTION  
\_\_\_\_\_ NEWLY CONSTRUCTED ADDITION  
\_\_\_\_\_ NEWLY REMODELED HOME  
\_\_\_\_\_ INSIDE \_\_\_\_\_ OUTSIDE

3. INCLUDE WITH APPLICATION **PICTURES** SHOWING THE FOLLOWING:

- A. BEFORE WORK BEGINS (IF POSSIBLE)**
- B. PROGRESS DURING CONSTRUCTION**
- C. THE FINAL COMPLETED PROJECT**
- D. PHOTOS ONLY – MUST BE WITHIN A SCRAPBOOK OR ALBUM (NO VIDEOS OR DVDS/CDS)**

4. DATE ACTIVITY WAS BEGUN \_\_\_\_\_

ACTIVITY COMPLETED \_\_\_\_\_

VALUE BEFORE CONSTRUCTION \_\_\_\_\_

VALUE AFTER COMPLETION OF PROJECT \_\_\_\_\_

I AFFIRM THE INFORMATION IN THIS REPORT IS CORRECT BY POST RECORDS:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

# IMPORTANT INSTRUCTIONS ON NEW POST HOME APPLICATIONS

Each year the committee must reject many applications because they do not comply with the rules. The committee would like to consider all applications that are sent in. If your post takes the extra time to follow all of these instructions, your application will be considered.

Part 1 asks for a short narrative on the decision to start your project, just let the committee know what the final cost was and some of the details of the work done. It does not have to be an elaborate narrative, just present the basics.

Below, is a breakdown of Part 3 on the application which states:

### 3. INCLUDE WITH APPLICATION *PICTURES* SHOWING THE FOLLOWING:

#### A. BEFORE WORK BEGINS (IF POSSIBLE)

This should be pictures of the empty lot, if new construction, the old canteen, dining room or any part of the post home that will be renovated.

#### B. PROGRESS DURING CONSTRUCTION

Photos of excavation, demolition, construction progress, etc

#### C. THE COMPLETED PROJECT

Photos of each part of the completed project.

#### D. *PHOTOS ONLY*—MUST BE WITHIN A *SCRAPBOOK OR ALBUM* (NO VIDEOS OR DVD/CDS)

This is the part where most posts do not comply. Photos only, must be placed in an album or scrapbook. If you send in photos tied together with a rubber band, they will be rejected. Just take the few extra minutes to present your project in the prescribed manner. The committee is not equipped to handle DVD or CD presentations at this time. The most important part of this section is that you place your photos in an album or scrapbook. Remember this is not a photo contest. Any photos are acceptable. If they are printed out on plain paper, that is fine. If they did not come out the way you wanted them, submit them, because you will not be able to retake the photos.

E. A plaque will be presented to each winner of the (5) different membership classes.