

HOW TO REPORT

2018 - 2019



DEPARTMENT OF CALIFORNIA INSTRUCTION PAMPHLET FOR PROGRAM REPORTING

HOW TO REPORT

The Program Form is to be completed for each program, in which the program is promoted during a meeting and project(s) have been completed. For your convenience, you may report as often as you like during the official report year. (The report year is May 1 through April 15 of the next year). We have asked that you report - **at least** - quarterly in order to track the projects on a flow basis throughout the year. However, if it is easier for your Auxiliary Chairmen to report as the projects are completed, they may do so.

The Program Report form can be found at the end of this article (feel free to make as many copies as you need), or on line (www.vfwauxca.org) you will find an interactive form that you can fill out on-line and email to your Department Chairman (please check to make sure your Dept. Chairmen is willing accept e mail reports), to your District Chairman (if e mail is available) and you can print a copy for your Auxiliary or save it to a disk/flash drive.

WARNING: If you wait and send all of your reports about all of your projects at the end of the year, it will be very difficult for the chairmen to compile the data for consideration for awards. This may jeopardize your chances for an award.

THE DEPARTMENT OFFICE DOES NOT MANAGE THE BLACKOUT SHEET

The money sent for the programs will still be monitored and recorded by the Department Office, however, each Chairman will be responsible for his/her own blackout sheet, **should he/she decide to use one**. The blackout sheets will be available online at www.vfwauxca.org under each Chairman's program. **If you do not agree with the numbers on the chairman's blackout sheet, CONTACT THE CHAIRMAN, not the Department Office or the Webmaster.** The Chairman is the **ONLY** one who can help you. You can find the Chairman's contact information on the website under his/her chairmanship, in the Dept. Roster or in your program book. Both are available from the Department office or on the Ways & Means table.

The process of reporting is as follows:

- When the program promotion, project(s) or activities are completed, the Auxiliary Chairman fills out TWO (2) copies of the report form. Be sure that you only report for the program indicated on the report form. Be sure to include a separate written description of **each** project, along with pictures, newspaper clippings, etc. with each of the report forms. Make

sure that the Auxiliary name, number and District Number is on every page. It is advised that you number the pages of each report and indicate the program the report is for on each page.

- If a project applies to more than one program, a separate report must be completed for each applicable program. (**For example:** If your activity is reportable under Youth, Americanism and Veterans and Military Support, you must complete two report forms for **EACH** program, and attach copies of the description, with the pictures, etc. to every one of them. If you split the project between multiple programs, don't forget to split the money, miles and volunteers as well.
- Send one copy to your Department Program Chairman, your District Program Chairman and keep a copy for your own records. It is recommended that the Secretary maintain the reports in his/her communication folder and have them available in the event of an audit. **The other copy goes to the Department Chairman for the current year at the address in your Program Book or current Department Roster.** The totals from the report title page will be recorded for use by the Department Chairman in the National Report at the end of the year.

If you have questions about this process flow, you can call the Department Office at (916) 509-8724. If you have questions about the program or the statistics on the website, **call the Chairman.**

FORM INFORMATION EXPLANATION

Auxiliary Number:	Write the number of your Auxiliary on this line
District Number:	Enter the District Number
Period of Report:	From: _____ To: _____ Enter the month that you first reported project, on this form, was completed, on the line after FROM and the month that the last project that you are reporting, on this form, on the line after the TO . For example: From: May 2017 to October 2017
Program of THIS Report:	Select one of the programs listed in the box and write it in the line provided. Be sure that all the projects included with this form are ONLY related to THAT program. If you do this incorrectly, your project will be reported incorrectly

	to National and the information will be sent to the wrong Department Program Chairman.
Total Projects on this Report:	Put the number of projects for the program being reported on this report form, in the box beneath this title on the table. DO NOT include projects that have been reported previously in this number.
Number of Members Participating:	Report the total number of members who participated on ALL of the projects included with the report. If you are reporting six (6) projects and one person participated in all of them, you count it 6 times , because they participated in 6 separate projects . BUT, if one member participated in 4 meetings on ONE project, they are only counted as 1 member participating.
Total Hours Worked:	Count all the hours that went into PLANNING the project, PREPARING the project, PARTICIPATING in the actual project and COMPLETING the project. Enter the total number of hours for ALL the projects reported on this report in the box. Total Number of Miles: This is the total number of miles driven to participate in the projects included on the form. (Notice this says driven, not traveled, therefore, if 3 people travel in a car and go 50 miles for a project, the number of miles driven is 50 miles, NOT 150).
Total Value or Dollars Spent:	Include the actual dollars spent from the Auxiliary Treasury on every project reported. DO NOT include the value of mileage. National figures that out for themselves from the information above. Report the value of meals, member donations in the description of the project.
Describe the Project:	Using the back of the Report Form, complete a written description on each project to include:

	<ul style="list-style-type: none"> ✓ What you did ✓ Why you did it ✓ Who participated ✓ Where it was done ✓ How you went about doing it ✓ Value of donated food or other items <p>Include anything that might make your report more informative and attractive, such as brochures, pictures (name the people in them, if you can), newspaper article(s) printed about the project, your Post/Auxiliary Newsletter articles, promotional materials you used for the project, advertisements, etc. NOTE: Be sure that you include the Program reporting, the Name and Number of the Auxiliary reporting, as well as the District Number on every page of the description. It is also advised that you NUMBER the pages.</p> <p>BE creative, BE informative, and BE proud of what you did. Let your Chairmen understand what the project accomplished.</p>
Submitted by: (PRINT name and title):	Since we would like to know who to give the credit to, we would like to be able to read this information. WRITE LEGIBLY (or type it). Auxiliary Name, Number and District Number
Phone Number:	In case the chairman has a question about your report, he/she will not have to look up your number. In case the IRS has a question of whether you filled out the Report Form for the Auxiliary, this would establish a responsibility to prove our Non-Profit status.
E Mail Address:	In case the chairman has a question about your report, he/she will be able to re mail you.
Date:	This is the date of the report, NOT the date of the project(s).

INFORMATION NATIONAL LOOKS FOR ON PROGRAM REPORTS

At the end of the year, the information you have reported on your project(s) will be used by the Department Chairmen to help them determine awards, etc. In addition, the Department of California is required to send specific information to the National Ambassadors. National Ambassadors ask quite specific questions about the program. Read about each program in the National Program Book (available on line: www.vfwauxiliary.org). Pay particular attention to the citations and awards for the program. You will be able to determine what they are looking for in each program to divide awards at the National level.

The Year-End Report the Department Chairmen must send to their National Ambassador at the end of the year requires certain information. If you do not include this information on your project reports, we will not know about it and will not be able to send accurate information to them. California **MUST** be 100% reported in all National programs!! Please be sure to report activities and projects about the following.

In **ALL** programs they want to know how many of our Auxiliaries participated in the program. In addition they are asking for:

AMERICANISM

- Number of Auxiliaries conducting special programs on patriotic holidays? (For example, Memorial Day, Veterans Day, POW/MIA Remembrance Day, etc.)
- Number of Auxiliaries participating in POW/MIA programs
- Number of POW/MIA flags presented (at least 2" x 3" or larger)
- Number of American Flags presented (at least 2" x 3" or larger)
- Number of Auxiliaries participating in the Smart/Maher National Citizenship Education Teacher Award: (For example, assisting the Post, taking the contest into schools or making a donation.)
- Number of certificates presented to businesses or citizens in recognition of their displaying the U.S., POW/MIA flags or other displays of American pride
- How many Auxiliaries in your Department promoted Americanism through any media
- Number of Auxiliaries that conducted patriotic education in their Auxiliary and/or community
- Number of educational programs conducted

BUDDY POPPY / NATIONAL HOME

- Number of Auxiliaries that promoted and/or made donations to the VFW National Home. Amount Donated: \$_____
- Number of Auxiliaries that promoted/used the "Buddy"® Poppy throughout the year
- How many "Buddy"® Poppy drives were held by Auxiliaries with or without the Post?
- Number of Auxiliaries that promoted the Military & Veteran Family Helpline from the VFW National Home

HOSPITAL

- Number of VFW Auxiliary members volunteering in all medical VA facilities and non-VA medical facilities. Number of Volunteers _____ Total Hours _____
- Number of new volunteers recruited. Adults / Youth
- Number of Auxiliaries sponsoring/conducting an event or activity in ALL facilities, both VA and non-VA
- Total amount spent on all Hospital projects: \$_____
- Number of applicants submitted to the Department for the Outstanding Hospital Volunteer of the Year Award
- Number of Auxiliaries that promoted Veteran and Military Suicide Awareness
- Number of Auxiliaries that recognized volunteers throughout the year
- How did your Department use publicity and/or media to recruit volunteers and involve the community
- Number of Auxiliaries that participated in "The Many Faces of Hospital Volunteers"
- Number of Auxiliaries that presented Hospital Volunteer Pins to members
- Number of Auxiliaries that conducted/participated in volunteer recognition events
- Number of Auxiliaries that participated in the Veterans Voices Writing Project (For example, subscribing to the magazine, making a donation or volunteering with the program.)

LEGISLATIVE

- How did your Department promote the VFW Priority Goals
- How did your Department encourage members to communicate with legislators on veterans' issues
- How many members subscribed to *Checkpoint* Newsletter
- How many members signed up for *VFW Action Corps*
- How did your Department communicate pending legislation and special legislative alerts

- Number of contacts made by members personally to legislators on veterans' issues Personal Contacts ____ E-mails ____ Faxes _____ Letters ____ Phone Calls _____
- Number of Auxiliaries that worked to serve veterans and their families through effective legislative advocacy
- Number of members who attended events where they could interact with legislators
- Number of Auxiliaries who promoted Get Out the Vote to their members and community

MEMBERSHIP

- How many Auxiliaries planned recruiting events
- Total number of recruiting events for all Auxiliaries
- How many Auxiliaries used the following methods to collect annual dues? Phone Calls: ____ E-mails: _____ Letters/postcards ____ Face-to-face conversations _____
- How many Auxiliaries offered incentives to their members for renewing early
- How many Auxiliaries sent dues reminders/notices
- If your Department has a National Certified Recruiter Trainer (NCRT), how many training sessions did he/she give at Department events
- How many times did your Department send dues notices/reminders during the year
- Did your Department offer any incentives to Auxiliaries for collecting dues early? If so, please describe.
- Does your Department offer a program for Auxiliaries similar to the Circle of Excellence, such as Outstanding Auxiliary or All American
- If so, please describe

SCHOLARSHIPS

YOUNG AMERICAN CREATIVE PATRIOTIC ART CONTEST

- Number of Auxiliaries that promoted the Patriotic Art Contest
- Number of Auxiliaries that submitted an entry
- Number of students who submitted an entry to the Auxiliaries
- Number of entries judged on the Department level
- Total dollar amount awarded by Auxiliary level awards: \$_____ Department level awards: \$_____

CONTINUING EDUCATION SCHOLARSHIP

- Number of Auxiliaries that participated in the Continuing Education Scholarship. (For example, distributed applications, publicized/promoted program, etc.)

- How did your Department publicize/promote the Continuing Education Scholarship?

VOICE OF DEMOCRACY CONTEST

- Number of Auxiliaries that assisted their Posts in conducting the contest
- Number of Auxiliaries that participated without having an entry
- Number of members involved _____ Numbers of hours volunteered _____

PATRIOT'S PEN CONTEST

- Number of Auxiliaries that assisted their Posts in conducting the contest
- Number of Auxiliaries that participated without having an entry: _____ Number of members involved _____ Numbers of hours volunteered _____ Number of Auxiliaries that publicized all these contests within their communities _____ Number of Auxiliaries that hosted/co-hosted an awards ceremony to recognize awardees and participants in all these contests _____

VETERANS AND FAMILY SUPPORT

- Number of Auxiliaries that hosted/co-hosted with VFW fundraising activities for National Veterans Service
- Number of Auxiliaries that hosted/co-hosted with the VFW fundraising activities for VFW Veterans and Military Support Programs. (For example, Unmet Needs, Operation Uplink, etc.)
- How many Auxiliaries provided aid to veterans, active-duty military and/or their families? (For example, meals, transportation, cards, packages, donations, etc.) Total value of donations and goods/services provided: \$_____ No. of veterans/military personnel assisted _____
- Number of veterans and military personnel served and/or assisted by all activities under this program
- Number of Auxiliaries that participated in and/or sponsored events or projects for homeless veterans: (For example, Stand Downs, clothing drives, etc.)
- Number of Auxiliaries that promoted the Sport Clips Help a Hero Scholarship
- Number of Auxiliaries that promoted sharing the impact of our programs on veterans, the military and their families

YOUTH

- Number of Auxiliaries that participated in and/or publicized Youth Groups Supporting Our Veterans Citations

- Number of youth groups that Auxiliaries worked with work with during the year. Estimated number of youth involved _____
- Number of Auxiliaries that promoted and/or used the Random Acts of Patriotism program? _____ Number of R.A.P. cards distributed _____ Number of R.A.P. coins distributed _____
- Number of youth recognized in communities for their academic, athletic, scouting or other accomplishments

**VFW Aux. Department of California
Program and Award Recognition
Report Form 2018/ 2019**

In order for your Auxiliary to be considered for end of year awards, a report must be submitted at least quarterly to the Department Chairman and your District Chairman. Reports submitted should include the period of May 1, 2018 through April 15, 2019. See instruction pamphlet for detailed explanation of “**HOW TO REPORT.**” Mail one copy of the completed report, and all attachments, to the Department Chairman for 2018-2019 (addresses in the Department Roster and the Department Program Book) and one copy to your District Chairman.

Auxiliary Number _____

District Number _____

Period of Report

From _____ **To** _____

Program of THIS report:

Choose only one (1) program per Report Form from the box at right. Report only projects that pertain to that program on this report.

The programs listed to the right that are not in bold print are listed for information only, to let you know which program to report them under.

1. Americanism/Patriotic Instructor

1-a. POW / MIA

1-b. U.S. Flag Education

2. Buddy Poppy / National Home

2-a. Donations made to National Home

2-b. Promoted buddy poppies throughout the year

3. Extension

4. Hospital

5. Legislative

6. Membership

7. National Home

8. Scholarships

6-a. Voice of Democracy

6-b. Patriot's Pen

6-c. Continuing Education Scholarship

6-d. Young American Creative Patriotic Art

9. Veterans & Family Support

7-a. National Veterans Services (NVS)

7-b. National and Military Support Programs

7-b-i. Military Assistance Program (MAP)

7-b-ii. Unmet Needs

7-b-iii. Operation Uplink

7-b-iv. Sports Clip Help a Hero Scholarship

7-c. California VFW Service Department

8. Youth Activities

8-a. Youth Groups Supporting Our Troops

8-b. Youth Group Work

8-c. Marie Klugow Scholarship

Publicity is reported under each individual Program

The numbers entered should reflect only the projects reported on this report form.	Total Projects on this Report	Number of Members Participating	Total Hours Worked	Total Number of Miles	Total Value or Dollars Spent

Auxiliary Number _____ **District Number** _____ **Program** _____

Briefly describe the projects completed by the Auxiliary. Please use additional sheets, at least one for each project described. Be sure that you put your Auxiliary Number and District number and the program name on every sheet attached. With each project reported, attach any newspaper clippings, photos or other pertinent items that help you describe your project. Include the planning sessions and information as well.

Submitted by: (Print Name and Title) _____

Phone Number: _____ **Date:** _____

Description of Project:

Be sure to attach any form (s) required by the Program Chairman in addition to the description of the project, i.e. Hospital Credit sheets, Community Service forms, etc. Include all pertinent information regarding the project (i.e., Number of Buddy Poppies used, number of Labels sent to National Home, hours for planning the project, preparation for the project, etc.)

Use additional sheets if necessary – list your Auxiliary, District and page number on each sheet.

Program Promotion

Describe how the Chairman promoted this program. Please count the program promotion as 1 project.
