Reports

According to dictionary.com, a report is "an account or statement describing in detail an event…" which means reporting is the act of completing a report, either verbally or in writing.

Auxiliary members often hear**, "REPORT, REPORT, REPORT!"** but many members may be unsure of the five W's of reporting: *who, what, where, when,* and *why*. Though the biggest stressor of all may be *how* to properly complete a report either online or in paper form.

Who should be completing reports? Program reports can be completed by ANY Auxiliary member who is involved with or completes an Auxiliary project. Most often,though, it is the Auxiliary's Program Chairman who should be responsible for completing a report or who should see that reports are properly completed by another Auxiliary member.

What projects should be reported? What projects should be reported and under which program to report is confusing for everyone. EVERY project an Auxiliary completes should be reported. Chairmen and Auxiliary members should familiarize themselves with the National and Department Programs as well as the program updates provided throughout the year by the National and Department Chairmen. These resources provide valuable information and can answer many reporting questions.

Remember, if a project is reported under the wrong program, a situation is created where an Auxiliary might not receive credit for its hard work. The information might fall through the cracks and valuable statistical data lost. Making program information available to not only the Auxiliary Program Chairmen but also every Auxiliary member will help achieve a better understanding and result in more accurate reporting.

When should a report be completed? Prompt reporting is best. When reporting is not completed in a timely manner following the completion of a project, it can slip through the cracks and NEVER get reported. Lack of reporting reflects badly on all levels of our organization.

Where and how are reports completed? There are two ways to complete a Department of California Program report: online reporting and paper report form. Online reporting at www.vfwauxca.org is the preferred way for a Department of California VFW Auxiliary member to complete a program report. On the website, under members, there is an "Online Reporting" tab, click on that and a page will open with a digital version of the program- report form. Then, simply type information into the form and click submit. The report will be submitted will be in a "queue" waiting for the specific Department Program Chairman to review it and accept it. Once it has been accepted for credit, a confirmation is sent via email to the person submitting the report.

For those who do not use computers or the internet, paper report forms for each program can be found in the Department of California Program book distributed to the Auxiliary Presidents at the beginning of each Auxiliary year. Simply make copies of the report forms, complete and mail to the appropriate Department Program Chairman.

Why is reporting necessary? Reporting EVERY project, the Auxiliary completes not only gives the Auxiliary credit for its work, but it also provides valuable statistical data that is compiled, reported bi-annually to the VFW and used to show how much our organization is doing for the Veterans. Remember, even though it is fun to receive awards at the Department Convention in June, that recognition is not the reason for reporting. The things we do to support our Veterans, military, and their families are what Auxiliary members should be most proud of because that ***is*** what the Veterans of Foreign Wars Auxiliary is all about.