

Program Reporting in a Nutshell!



Program			
2023-2024 Report Form			
Dept. Chairperson P.O. Box 1311 Ave. City, MO 410-555-1234 chairman@gmail.com			
Auxiliary _____	District _____	Month _____	Chairman _____
Reporting Period: From _____ To _____			
This month - Hours	Report Value \$	Mileage	Volunteers #
President's Special Project Items:			
Clothing (T-Shirts, Socks, etc.): Number of items purchased _____ Total amount of items \$ _____			
Widens and wheelchairs: Number of items purchased _____ Total amount of items \$ _____			
Quantity of items and amount of supplies donated:			
Number of items donated _____ Total amount of supplies donated \$ _____			
Monetary donations (sent to Dept. Treasurer) Date sent _____ Amount \$ _____			
Did your auxiliary hold a fund-raiser event for the President's Special Project? Yes _____ No _____			
Did your auxiliary hold a fund-raiser event for the President's Special Project? Yes _____ No _____			
Date held _____			
Description and/or details of fund-raiser event held for PFP. (attach additional pages if needed)			
100 Bonus Points will be awarded for those who send a monthly report. (This Report does not count)			

The Veterans of Foreign Wars of the United States of America was founded in 1899 for the purpose of serving our Veterans and their families. The VFW's congressional charter was signed in 1936 by President Franklin D. Roosevelt. We are obligated to the United States Congress to report annually to continue our Charter of the Veterans of Foreign War.


1. Everything you do... Everything we do together is truly making a difference in the lives of our Veterans, Active Military, their families, and our communities. This needs to be documented (Reported).
 - Projects, workers, hours, miles, how many benefited and the total expenses need to be included in the documentation (Reports).
 - All the documented information is reported to each Department Program Chairman.
2. The Department Chairmen keeps a record of all the facts and figures from each Auxiliary.
3. Each VFW Auxiliary President reports to his/her Post Commander to enter on the VFW National Headquarters Dashboard.
4. The VFW National Headquarters in Kansas City, Missouri presents all the accumulated data to Congress in March of each year. Our VFW Commander in Chief presents that testimonial of service in front of the Congressional Veterans Affairs Committee and our Legislative Priority Goals.
 - The importance of this accumulated data and your voices in legislative action is the best tool we have in getting Congress to listen and support our Legislative Priority Goals.

Finally, each of the Department Chairmen collects all your reports into one year-end report that our Department President receives. This documented data is sent to the VFW National Auxiliary Headquarters and is used for the judging of the Department Circle of Excellence and the *National VFW Auxiliary Fact Sheet*.

NOTE: The VFW and VFW Auxiliary Fact Sheets (all the data from across the country) are used to tell our story throughout the communities in the United States of America and the world. It tells the story of the Veterans of Foreign Wars and Auxiliary's mission of making a difference in the lives of our Veterans, Active Military, their families, and our communities. They are also used as a great recruiting tool.

IMPORTANT: This documentation as a part of the Veterans and Community Service is the primary justification for the VFW's tax-exempt status.

This documentation is also important to the over 120-year history of the VFW and Auxiliary. History of the oldest Veterans Service Organization in the United States.



Now that you better understand **WHY** it is necessary to report, please help us continue telling our story.... our service, our mission by documenting and reporting all the projects, monetary donations, and legislative actions. We are obligated to answer to Congress and to keep the history of the VFW and Auxiliary alive. You hold the key to our future.

F.A.Q.

Is there a specific form to use for reporting a project, event, or donation for a program?

Yes, the Department provides a Program Report Form which can be found in the program materials received at the School of Instruction, the Department flash drives, and on the Department website at www.vfwauxmd.org Go to *Programs* or *Resources*→*Reports Forms*.

When should a report be submitted for the activity, event, or donation?

An auxiliary should report after each activity/event or donation has been completed. Reports are due to the Department Program Chairman every month. Important to remember... it's not how many reports you send, it's about the work that you are doing.

Should the auxiliary include additional information in the report such as pictures, fliers, or program brochures?

Absolutely, yes! If your auxiliary created fliers and/or announcements on Facebook for an activity to the community include copies of the publicity with your report.

What information needs to be included in the program report?

Answer the questions requested on the appropriate report form. Identify the activity, project, or event. Date activity/event. Describe the event in brief.

This month - Hours _____ **Report Value \$** _____ **Mileage** _____ **Volunteers #** _____

EXAMPLES OF ACTIVITIES THAT MAY BE REPORTED BY PROGRAM

Veterans and Family Support:

- * Monetary or goods donated to Veteran's Homeless Shelters such as collecting hats, scarves, socks, underwear, t-shirts, sweat pants, nearly new boots, coats, jackets
- * Monetary donations to Veterans Outreach Centers in your local area in support of their programs
- * Clothing donations to the Vietnam Veterans of America Organization
- * Goods/Monetary donations for Thanksgiving baskets to Veterans and their families
- * Goods/Monetary donations for Christmas baskets to Veterans and their families
- * Sending sympathy, get well, thinking of you, birthday, holiday greeting cards to veterans and their families.
- * Sponsoring a Pizza and Movie Night at Post for veterans and their families
- * Sponsoring an Ugly Sweater Christmas Party with proceeds going to the Homeless Veterans
- * Sponsoring a Spaghetti Dinner, Pancake Breakfast, or Fish Fry with proceeds benefiting a veterans program
- * Driving a veteran or a veteran's family member to the bank, grocery store, doctor's appointment, barber, salon, Pharmacy, Post Office
- * Place a telephone call to a veteran or Auxiliary member to check on them
- * Attending the wake/funeral of a Post or Auxiliary member
- * Sponsoring the repass after the funeral of a Post or Auxiliary member
- * Scheduling a Memorial Day BBQ/Open House, Veteran's Day Dinner
- * Preparing meals for a veteran, auxiliary member, or their family who are homebound, ill or recuperating from surgery.
- * Schedule a Stand Down activity at your Post Home, local park, community building

Americanism:

- * Purchase American Flag Stamps - report how many you purchase: 1 book; a roll of 100
- * Purchase American Flags to present to Police, Fire, and EMT stations
- * Replacing an American Flag in the community that has been torn by weather
- * Purchase an American Flag to present to a community member for their patriotism
- * Placing American Flags in the cemetery
- * Attending a Flag retirement ceremony
- * Attending a patriotic rally for Memorial Day, Flag Day, Independence Day, Veteran's Day
- * Attending a POW/MA Day ceremony
- * Marching or riding in a Patriotic Holiday Parade
- * Educating community members on folding a flag



Auxiliary Community Outreach is the organization's involvement with activities in the community. It offers a way to help improve the community and the lives of its residents whether young or old, rich or poor. *It is a donation of time, not in-kind or monetary donations.*

Outreach Suggestions: -

- * Donating time at local food and clothing drives, Town and Church Soup Kitchens and thrift shops, blood drives, charity walks, auctions and benefits, etc.
- * Donate time to the reading and after-school tutoring programs, demonstrate basic computer skills at the local senior and youth centers, help at animal shelters, pick up trash or adopt a local road, plant flowers and trees in the park, rake leaves or shovel walks and/or driveways for seniors and shut-ins.
- * Assist with fundraising events that support youth, senior and community activities, provide food, shelter, clothing and medicine for the homeless.

AUXILIARY COMMUNITY OUTREACH GUIDELINES

- Projects CANNOT be affiliated with or benefit VFW Posts or VFW Auxiliaries or Programs.
- Each project MUST be approved by the Auxiliary and recorded in the meeting minutes.
- Wear Auxiliary attire, if appropriate, when volunteering. Attire includes, but is not limited to, Auxiliary shirt, name badge, hat, jacket, apron, and/or pins/patches.

Buddy Poppy/VFW National Home:

- * Distributing Buddy Poppies throughout the year
- * Educating the community on the history of the Buddy Poppy
- * Decorate with buddy poppies on napkin rings, holiday wreaths, gift packaging, add to your packages to our service members, centerpieces, barrettes, headbands, or Christmas tree, and place in a greeting card to a veteran or member.
- * Do you have a yearly Buddy Poppy Princess, Prince, King or Queen in your area to promote the Buddy Poppy?
- * Donate to the Health & Happiness Program - .10 per member/.25 per member
- * Send a birthday card as well as holiday cards to the families every month
- * Participate in their monthly giving programs
- * Purchase a VFW National Home Life Membership
- * Donate to the Christmas Fund in support of the families
- * Donate to the Easter Fund Campaign in support of the families
- * Donate to the graduating seniors



Hospital:

- * Donate to the Hospital Fund
- * Send monthly birthday and holiday greeting cards to the hospital, nursing home
- * Donate lap robes, wheelchair bags, and adult bibs. (Ask if items are needed)
- * Donate to the Holiday Program for hospitalized veterans
- * Schedule a baby shower and donate items to the VA for our female veterans
- * Purchase canteen books to give to the hospitalized veterans
- * Collect and donate personal care items, underwear, t-shirts, socks, and calendars for hospitalized veterans or veterans in nursing homes

Legislation:

- * Sign up for the Action Alerts on the VFW website.
- * Report when you respond to an Action Alert.
- * Vote in all elections
- * Send letters to your Representatives and Senators for important bills to be voted on
- * Attend Town Meetings either in person or virtual
- * Sign up for your Congressman's newsletters to be familiar with their actions on pending legislation

Membership:

- * Schedule a membership drive when distributing Poppies
- * Always have a membership application form with you; in her car, in your purse, in your Auxiliary folder/notebook/tote bag
- * Send a report if your Auxiliary pays the per capita for an Auxiliary member
- * Send a report if you Adopt an auxiliary member
- * Encourage Annual members to transfer to a Life Membership
- * Schedule a membership tea, luncheon, breakfast, or dinner to recruit new members and collect membership dues.
- * Keep in contact with your members through Facebook, personal telephone calls, emails, or a personal visit.
- * Send dues reminders to annual members.
- * Create a raffle for a life membership for those annual members who pay by a specific date.
- * Have a “Blue Plate Special” - \$1.00 off membership dues if paid by a specific date.

Mentoring for Leadership:

Utilize the information for mentoring on the Department website, and share the information with your Auxiliary members.

Scholarship:

- * Report that the Auxiliary contacted the local Middle and High Schools, Catholic and Private Schools for the VOD, Patriots Pen Essay, and the Young American Creative Patriotic Art Contests
- * Promote the contests at local libraries, local grocery store bulletin boards, share with youth church groups, school PTA/PTO, 4 H Club, Boy and Girl Scout groups, sports teams
- * Host an awards ceremony



Youth Activities:

- * Contact your local Boy/Girl Scout Groups to participate in a program supporting local veterans and their families such as creating holiday cards to give to the homebound or hospitalized veterans.
- * Contact your local youth groups to help rake leaves, snow removal for veterans
- * Collect mittens, scarves, gloves, hats, jackets, and boots for students in elementary schools. (Contact school nurse for needs)
- * Collect school supplies for students and set up a distribution center at your Post Home, church, or community center
- * Schedule a Halloween Trunk or Treat activity for your community.
- * Schedule a children's Christmas Party
- * Schedule an Easter Trunk or Treat activity for your community with the Easter Bunny.
- * Sponsor a youth sports team to help defray the costs of shirts and sports equipment.
- * Sponsor a High School Marching Band to participate in a parade, or to replace uniforms.
- * Ask a group of students to help plant flowers at the Post Home.
- * Schedule a night for child care so families can go out Christmas shopping.
- * Schedule a pizza and video game night for Middle School Students.
- * Schedule an ice cream social for your community and distribute buddy poppies.

DO NOT DOUBLE-REPORT. A project may be applied to multiple programs. However, the hours, volunteers and expenses should be split between those programs.

Your auxiliary visits a local elementary school and teaches children to recite the Pledge of Allegiance. While you are there, you have the children make cards for hospitalized veterans and you give each student a Buddy Poppy bookmark. Five members attended the event, you spent \$40.00 on supplies. You drove two cars at 18 miles each. 3 hours total.

Americanism - \$12.00 spent, 1 member, 1 hour and 9 miles.

Buddy Poppy & National Home - \$16.00 spent, 1 member, ½ hour and 9 miles.

Hospital - \$6.00 spent, 2 members, ½ hour and 9 miles.

Youth Activities - \$6.00 spent, 1 member, 1 hour and 9 miles.

