HISTORIAN AND MEDIA RELATIONS

VFW AUXILIARY DEPARTMENT OF MARYLAND

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Preserve the Past-Celebrate the Present-Inspire the Future

Hi and Happy November!

Thanks to all sending the reports to me

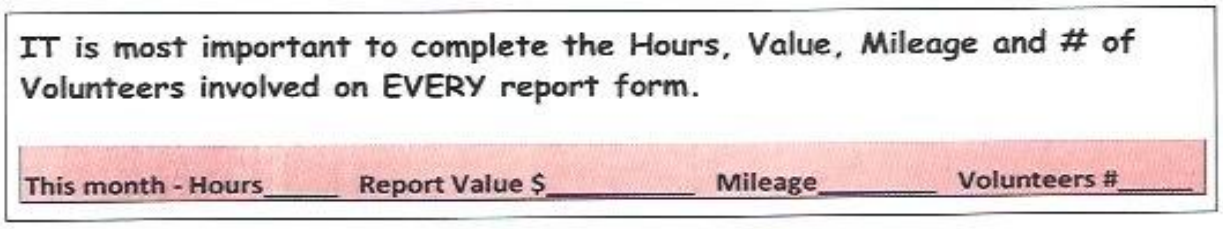
Keep them coming!

At this time I think it is important to go over how to report to me.

I've been getting incomplete reports and when I do I can't credit your post.

I know you all work hard at everything you do, so I'm hoping this reminder helps

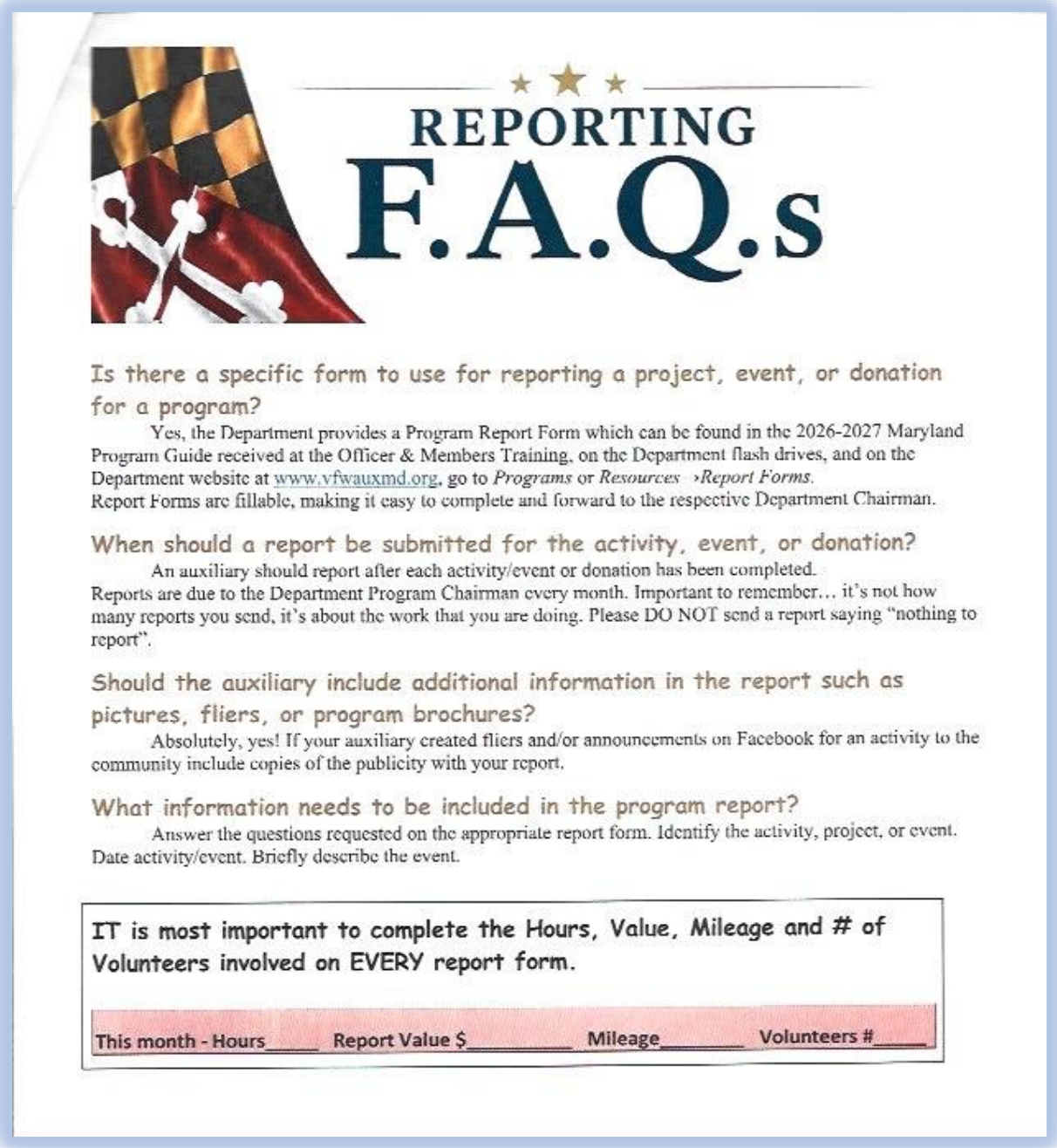
this is the part of the form for reporting that is not filled in the most



Please fill all of the blank spaces in. If you do a monthly report of all of your of the things you do add everything up and put totals in the blanks.

Remember photos, newsletters and explanations for why something was acknowledged in your post are important too!

This is the page from a reporting manual to help answer questions



REPORTING F.A.Q.s

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 2026-2027 Maryland Program Guide received at the Officer & Members Training, on the Department flash drives, and on the Department website at www.vfwauxmd.org, go to *Programs* or *Resources* ›*Report Forms*. Report Forms are fillable, making it easy to complete and forward to the respective Department Chairman.

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. Please DO NOT send a report saying "nothing to report".

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. Briefly describe the event.

IT is most important to complete the Hours, Value, Mileage and # of Volunteers involved on EVERY report form.

This month - Hours_____ Report Value $_____ Mileage_____ Volunteers #_____

Veterans of Foreign Wars Auxiliary Historian & Media Relations Program

Thanks for Reading! See you in December

Historian & Media Relations

2026 - 2027 Report Form

Christina Sirochman, Department Chairman
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Auxiliary _____ District_____ Chairman_____

Reporting Period: From_____ To_____

This month - Hours	Projects Cost $	Mileage	Volunteers #

Historian

Did you communicate with your members via email, printed mail, text or phone call during this reporting period?

Yes _____ No _____

Did your auxiliary visit MALTA *Member Resources?* Yes_____ No_____

Media Relations

Do you have a Facebook page?

Own Auxiliary Facebook Page: _____

Joint Facebook with the Post: _____

Do you have a website?

Own website: _____

Joint website with the Post: _____

Did your auxiliary hold a Media Relations "how to" training to educate your members?
(example: how to log in to MALTA, email, navigate Facebook and other social media.) Explain briefly: