

Purpose of Generic Reporting Form

- To provide a tracking document for purpose of showing use of members' time, mileage and money spent or valued.
- All projects approved at the Auxiliary level affect our veterans, their families and our communities, which makes all projects part of community service.
- This report form will simplify categories, avoid double reporting, reduce double dipping and provide information on activities performed by Auxiliary members only.

DEPARTMENT CHAIRMEN...

...will compile the numbers listed on the front page of each report from all Auxiliaries in each program.

...will prepare a report form, consisting of Page 1 of the Report Form, completing this page in its entirety for the period covering either May – October or November – April.

...will turn this completed form, with compiled numbers, over to VFW Department Community Service Chairman for the purpose of fulfilling the request made of the Ladies Auxiliary VFW. This will be done twice, turned in during the months of October and April.

The Program Report Form is to be completed for each program in which a project or projects 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–April 30 of the following year.) We have asked that you report at least quarterly in order to track the projects throughout the year. If it is

easier for your Auxiliary Chairmen to report as the projects are completed, they may do so. Timely reports are crucial to the VFW Community Service reporting period (twice each Auxiliary year). Department Chairmen will provide your information to the VFW Department Community Service Chairman. Do not provide your reporting information to your Post. Do not include Post members, hours, miles or expenses in your reports.

(WARNING: If you wait and send all reports about all of your projects at the end of the year, it may jeopardize your chances for an award.)

The process of reporting for Auxiliaries is as follows:

1. When project(s) or activities approved in an Auxiliary business meeting are completed, the Auxiliary Chairman fills out a form. Make **TWO (2) copies** of the report (If Department Chairmen have e-mail, you may e-mail your completed report form.)
2. 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 to Youth and Americanism, complete two report forms for **EACH** program, dividing the numbers to avoid double reporting.
3. The original report goes to the Department Chairman. The totals from the report title page and description will be recorded for use by the Department Chairman to complete the National Year-End Report for her Director.

Form Information Explanation

Auxiliary Number: Write the number of your Auxiliary.

District Number: Enter the District. If your Department does not have Districts, leave blank.

Period of Report From _____ To _____:

For the "From" field, enter the month your first project was completed, and in the "To" field, enter the month your last project was completed under this program for this period. **For Example:**
From: May 1, 2011 To: October 1, 2011.

Program of THIS Report: Select only one of the programs listed in the box.

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 lady participated in all of them, you count her six times, because she participated in six separate projects. BUT, if one member participated in 4 meetings on ONE project, she is only counted as 1 member participating.

Total Hours Worked: Count all the hours that went into PLANNING, PREPARING, PARTICIPATING 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 value of donated items, or the actual dollars spent on every project reported. Do NOT include value of mileage.

Describe the Project:

What you did.

Why you did it.

Who participated.

Where it was done.

How you went about doing it.

Additional pages may be used.

Submitted by: (PRINT name and title):
Write legibly.

Signature: Required by law to enforce the non-profit status; this establishes responsibility.

Date: This is the date of the report, NOT the project(s).

Information National Headquarters Looks for in Reports

At the end of the year, the information you have reported on your projects will be used by the Department Chairmen to help them determine awards, etc. In addition, the Department Chairmen are required to send specific information to the National Directors. National Directors ask quite specific questions about the programs. Read about each program in the National Program Book. Pay particular attention to the citations and awards for the programs. You will be able to

determine what they are looking for in each program to decide awards at the National level.

The Year-End Report that Department Chairmen must send to their National Director at the end of the year requires certain information. If Auxiliary Chairmen do not include this information on project reports, the Department Chairmen will not know about it and will not be able to send accurate information to them.

Read the Year-End Report forms carefully for each program to make sure you are including the needed information in the description of your project.



LADIES AUXILIARY VFW

Report Form 2011-2012

(Optional)

Auxiliary Number _____

District Number _____
(If applicable)

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 form.

TELL YOUR STORY ON PAGE 2
Use extra pages if needed, properly labeled.

SEND COMPLETED REPORT TO APPROPRIATE DEPARTMENT CHAIRMAN AND DISTRICT CHAIRMAN IF APPLICABLE. IT IS SUGGESTED THAT YOU COMPLETE AND SEND THE FORM WITHIN TWO WEEKS OF THE EVENT/PROJECT INSTEAD OF WAITING UNTIL THE END OF THE YEAR.

- 1. AMERICANISM**
 - 1a POW-MIA
 - 1b Loyalty Day
 - 2. CANCER AID & RESEARCH**
 - 3. EXTENSION**
 - 4. HOSPITAL & VAVS**
 - 4a Veterans homes, facilities, clinics
 - 4b Fisher House
 - 4c Retirement homes
 - 4d Hospitalized Veterans Writing Project
 - 5. LEGISLATIVE**
 - 6. MEMBERSHIP**
 - 7. VETERANS & FAMILY SUPPORT**
 - 7a National Military Services
 - 7b Adopt a Unit
 - 7c Continuing Education Scholarship
 - 7d National Home for Children
 - 7e Buddy Poppy
 - 8. VOICE OF DEMOCRACY/PATRIOT'S PEN**
 - 9. YOUTH ACTIVITIES**
 - 9a Young American Creative Patriotic Art
 - 9b Junior Girls Units
 - 9c Other youth activities
- Publicity is reported under each individual Program.*
- This is not an exhaustive list of projects and programs. See your *National Program Book* for current promoted programs.

For Buddy Poppy projects, report amount of Buddy Poppies used: _____

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