

# Reporting Tips for VFW CA

We would like to help you all with a few tips and information about reporting to minimize the rejection of reports and make sure you get credit for what you do.

**Who can do a report?** Any VFW member can report. If you are unable to login please contact us and we will make sure you are entered in the member roster correctly. Send me an email [paula.jansen@att.net](mailto:paula.jansen@att.net)

**What do you report?** See the accompanying list of reportable items.

**When do you report?** Report most things within a few days of the event happening. Although reports can be submitted anytime, it tends to overload those of us who approve them when numerous are done at once. We can only accept reports for the current VFW year 7/1/24-6/30/25.

**How do we do a report?** See the accompanying directions on how to do a report; you can also do a report from your smart phone.

Reporting on the VFW Dept of Ca [vfwca.org](http://vfwca.org) (State) website is not the same as the reports that are required to be done by the CMD/SR/JR/Adj/QM only on the VFW.org (National) Program Dashboard Tool (formerly All American Dashboard).

Reports will only appear on the dashboard once they are approved. Once the correct number has been submitted, the block will turn from red to green. Hovering the cursor over the number will show you a snapshot of the approved reports.

The website will only stay active for 15 minutes without something being transmitted. The system will log you out after 15 minutes. The 15 minutes was set to keep hackers from gaining access. The best advice is gather your info before you start.

NOTE: Events shall be reported only once in the online reporting system. Posts shall not report the same event in multiple categories. For example, if a post awards a grant of \$500 to a deserving Veteran; the post cannot report the \$500 grant in Community Assistance and \$500 in Veterans Assistance.

Mandatory All-State Monetary Program Donations. Reporting for this section will be via the Monetary Donation Form. It is NOT necessary to make a report on this via the department website.

Only submit reports for VOD/PP/Teach LE/FF/EMT for the time you spent advertising and working the program. Not the submission of the entry, those will be reported by the District Chairman directly to Department for credit.

## **Most common mistakes:**

The year is wrong in the date of the activity.

The program selection is wrong

Meals are not community events, unless you are accepting donations for a VFW program, distributing program information, using it as a recruiting event. Handing out poppies does not count as a poppy drive.

The event is with multiple Post, it can be counted but make sure you only count the members from your post. Put "cross posted with Post 1234". If this was a fundraiser, please clarify which post is reporting the funds raised.

The event has Auxiliary and youth involved, do not count the Auxiliary or youth in the members. However, we recommend putting in the comments section, "4 Aux 5 youth participated". The Auxiliary has the same requirements to report through the Aux website. Upon year-end we will get one report for all Aux events.

The report is submitted with no hours no miles no members. You must have at least 1 member and 1 hour to do a report. Even donating funds to an organization takes a vote and to write a check and to deliver the check.

The report submitted with what appears to be excessive hours. Example a ceremony does not take 80 hours.

When filling out the description section we do not need the same info that is at the top of the report. Post, date. Hours.

Multi day events---report each day as a separate event.

Districts are only required to report for recruiting events.

*Example: 5 members drove 3 miles to volunteer at the local spring festival, they each worked 10 hours.*

*You would enter 10 hours, 3 miles, 5 members = \$1236.60 in value*

*Do not multiply before entering, 50 hours, 15 miles, 5 members = \$6174.60 in value*

*The system will multiply the hours by the number of members and apply the IRS rate they give for an hour of volunteer service and for the mileage.*

For a big multi day event, i.e. the Vietnam Wall is in your area for a week. Call Rodger or I and we will help you figure out the correct values.

**Do not use full names when reporting.**

Reports with questions you will be given 7 days to reply with the correct information, after that time the report will be deleted.

Reports will not show on the Dept of Ca Dashboard until they are approved by Dept staff.

All reports will show on the All Program Reports under the Members Only section. You can put in a date range and post, you can download to excel. This report will help to minimize duplicates. Also, use it when you collaborate with Auxiliary to make sure no reports were missed.

Hint look at what other post have done, no need to recreate the wheel.

Every evening the approved reports for community service and veterans assistance will be transmitted to VFW National to be counted for the Community Service numbers on the Program Dashboard Tool (formerly All American Dashboard). The goal is to meet the total that was reported last year. The community service block will appear grey and say ineligible if no reports were done for the prior year.

#### **Changes for 24-25 year.....**

1. Report each event as a separate report, do not report once a month for items like honor guard.
2. Report the day of events.....or very soon afterwards ....do not wait weeks or months
3. Our community reports are still put into our site VFWCA.org and they feed up to National
4. The post needs to make sure (CMR, SR, JR,ADJ.QM) does report for VOD/PP on VFW.org by deadline.
5. One of the community service reports must be from VFW Day of Service event (May)

**Bottom line if it benefits the Post, it is a NO GO. Benefits someone else and the Post votes then yes, its GTG. Someone on their own doing volunteer work is a NO GO.**

**A regular meal at your post or a party at your post does not count as community service.**

Last updated 5/30/24