



Ladies Auxiliary VFW

“HOW TO REPORT”

**Department of California
Instruction Pamphlet
For Program Reports**

**REVISED FOR
USE IN 2009-2010**

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 through April 30 of the next year) We have asked that you report, at least, quarterly, in order to track the projects on a flow basis throughout the year. However, if it is easier for your Auxiliary Chairmen to report as the projects are completed, they may do so.

The Program Report form can be found at the end of this article (feel free to make as many copies as you need), on the Program Book CD or on line (www.lavfwca.org) you will find an interactive form that you can fill out on line and email to your Department Chairman, to your District Chairman (if you have her email address) and you can print a copy for your Auxiliary or save it to a disk.

WARNING: If you wait and send all of your reports, about all of your projects, at the end of the year, it will be very difficult for the chairmen to compile the data for consideration for awards. This may jeopardize your chances for an award.

THE DEPARTMENT OFFICE WILL NOT BE DOING THE BLACKOUT SHEET THIS YEAR

The money sent for the programs will still be monitored and recorded by the Department Office but each chairman will be responsible for her own blackout sheet, **should she decide to use one**. The blackout sheets will be available on line at www.lavfwca.org, under each chairman's program. **If you do not agree with the numbers on the chairman's blackout sheet, CONTACT THE CHAIRMAN, not the Department Office.** The chairman is the ONLY one who can help you. You can find the chairman's contact information on the website, under her chairmanship, in the Department Roster (available on the Ways & Means table for \$3.00), in your Program Book (\$7.00) or on the Program Book CD (\$5.00). Both are available from the Department office or on the Ways & Means table.

The process of reporting is as follows:

1. When the project(s) or activities are completed, the Auxiliary Chairman fills out TWO (2) copies of the report form. Be sure that you only report for the program indicated on the report form. Be sure to include a separate written description of **each** project, along with pictures, newspaper clippings, etc., in with each of the report forms. Make sure that the Auxiliary name, number and District Number is on every page. It is advised that you number the pages of each report, and indicate the program the report is for, on each page.
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, Americanism and Community Service, you must complete two report forms for EACH program, and attach copies of the description, with pictures, etc., to every one of them. If you split the project between multiple programs, don't forget to split the money, miles and dollars too.

3. Send one copy to your District Program Chairman. (If you want to keep a copy for your own records, which would be a good idea, then you need to make three copies of every report.)
4. **The other copy goes to the Department Chairman for the 2009-2010 year at the address in your Program Book or Department Roster for 2009-2010.** The totals from the report title page will be recorded for use by the Department Chairman in the National Report at the end of the year.

If you have questions about this process flow, you can call the Department Office at (916) 361-0932. If you have questions about the program or the statistics on the website, **call the chairman.**

FORM INFORMATION EXPLANATION

Auxiliary Number: Write the number of your Auxiliary on this line.

District Number: Enter the District Number, even if you are a disbanded District (use your disbanded district number).

Period of Report: From _____ To _____
 Enter the month that your first reported Project, on this form, was completed, on the line after FROM, and the month that the last project that you are reporting, on this form, on the line after the TO. **For Example:** From: May 2009 To: October 2010

Program of THIS Report: Select one of the Programs listed in the box and write it in the line provided. Be sure that all the projects included with this form are ONLY related to THAT program. If you do this incorrectly, your project will be reported incorrectly to National and the information will be sent to the wrong Department Program Chairman.

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 in to PLANNING the project, PREPARING for the project, PARTICIPATING in the actual project 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 the value of mileage. National figures that out for themselves from the information above.

Describe the Project: Using the back of the Report Form, complete a written description on each project to include:

- What you did.
- Why you did it.
- Who participated.
- Where it was done.
- How you went about doing it.

Include anything that might make your report more informative and attractive, such as programs, pictures (name the people in them, if you can), newspaper article(s) printed about the project, your Post/Auxiliary Newsletter articles, promotional materials you used for the project, advertisements, etc.

NOTE: BE Sure that you include the Program reporting, the Name and Number of the Auxiliary reporting, as well as the District Number, if applicable, on every page of the description. It is also advised that you NUMBER the pages.

BE creative, BE informative, BE proud of what you did. Let your Chairmen understand what the project accomplished.

Submitted by: (PRINT name and title): Since we would like to know who to give the credit to, we would sure like to be able to read this information. WRITE LEGIBALY!!!!!!! (or type it) Auxiliary Name, Number and District Number.

Phone Number: In case the chairman has a question about your report, she will not have to look up your number. In case the IRS has a question of whether you filled out the Report Form for the Auxiliary, this would establish responsibility to prove our Non-profit status.

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

Information National is Looking For In Reports

At the end of the year, the information you have reported on your projects will be used by the District and Department Chairmen to help them determine awards, etc. In addition, the

Department of California is required to send in information to the National level. They are asking quite specific questions about the programs. If you read your National Program book, you will be able to determine what they are looking for in each program, to decide awards at the National Level.

The **Summary Report** that the Department of California must send in at the end of the year, requires the following information. If you do not include this information on your project reports, we will not know about it and will not be able to send accurate information to them. Please be sure to report activities and projects about the following.

1. In **ALL** programs they want to know how many of our Auxiliaries participated in the program. In addition they are asking for
2. **Americanism:**
 - a. The number of projects completed.
 - b. The number of Auxiliaries participating in patriotic programs.
 - c. The number of American Flags presented (at least 2 in. x 3 in. or larger).
 - d. The number of POW/MIA Flags presented (at least 2 in. x 3 in. or larger).
 - e. The number of Auxiliaries sponsoring Americanism contests (essays, posters, scrapbooks, coloring projects, etc.) in preschool through grade 5.
 - f. The number of certificates given to businesses or citizens in recognition of displaying the U.S. or POW/MIA flags.
 - g. The number of Auxiliaries participating in Loyalty Day programs.
 - h. The number of Auxiliaries participating in the National Citizenship Education Teacher Award.
3. **Cancer Aid and Research:**
 - a. How we publicized the Postdoctoral Cancer Research Fellowship?
 - b. The number of Auxiliaries that sponsored or conducted cancer education programs.
 - c. The number of Auxiliaries who contributed \$2 or more per member to Cancer Aid & Research.
 - d. How we promoted the Cancer Grant program.
 - e. How we publicized the Cancer Aid & Research Program within our communities.
4. **Community Service:**
 - a. The number of Veterans History Projects that were completed by the Auxiliaries.
 - b. How many Auxiliaries participated in the Make a Difference Day 2009.
5. **Hospital:**
 - a. How many Auxiliary members volunteer at the VA Medical Centers, nursing homes, outpatient clinics, community or other hospitals
 - b. How many Auxiliary members are making donated items for hospitals and nursing homes.

- c. The number of volunteers and hours for the Auxiliary sponsored non-members working in VA Medical Centers, etc.
- d. How many Auxiliary sponsored non-members are making donated items for the VA hospitals, etc.
- e. How many Auxiliary members are participating in the Hospitalized Veterans Writing Project (or making a donation to this project).
- f. The number of applicants submitted to Department for the NAC (National Advisory Committee) Outstanding Adult Volunteer of the Year award.

6. Legislative/VFW PAC

- a. How did we promote the VFW Legislative & Security Priority Goals.
- b. How did we educate the members on the legislative process.
- c. Number of contacts made on the National Legislative Action Alerts.
- d. The number of Personal Contacts, Letters, Phone Calls, E-mails and Faxes our members sent to the legislators on veterans' issues.
- e. How we promoted the VFW-PAC program.
- f. How we promoted the Legislative and PAC programs to our communities.

7. Veterans & Family Support: (includes the National Military Services [MAP, Unmet Needs and Operation Uplink] Adopt-a-unit, CA Service Department, Cont. Education Scholarship, VFW National Home and Buddy Poppy.)

- a. How many Auxiliaries participated in the Veterans & Family Support activities, such as National Military Services (Farewell/Welcome Home, Adopt-a-unit, Family Readiness Group? How many hosted or co-hosted a fundraiser for National Military Services? How was it publicized?
- b. How many Auxiliaries participated in aid to veterans (meals, transportation etc.)?
- c. How many Auxiliaries sent notes or cards to veterans?
- d. How many Auxiliaries paid personal visits to veterans in nursing homes?
- e. Describe ways the Buddy Poppies were used.

8. Voice of Democracy/Patriot's Pen

- a. Amount of money expended in both contests
- b. Number of participants in both contests
- c. Number of Auxiliaries having entries in both contests.

9. Youth Activities (includes Youth Activities, Youth Groups Supporting Our Troops, Snowball Express, Girl Scouts, Young American Patriotic Art and Junior Girls)

- a. Number participating in Young American Creative Patriotic Art. Number of entries, number of students submitting entries.
- b. Number participating in Junior Girl activities.
- c. Number participating in JROTC activities.
- d. Number participating in other youth programs.