



**S.O.P. FOR  
PROGRAM REPORTING  
ON  
DEPT WEBSITE**

**DEPARTMENT  
OF  
NEW YORK**



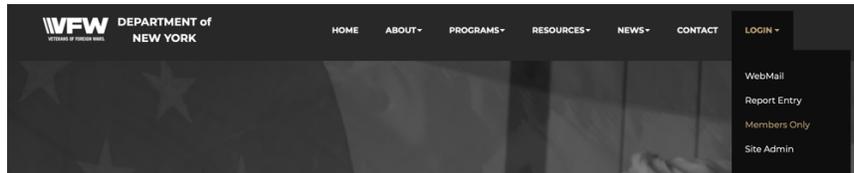
**VETERANS OF FOREIGN WARS.**

**VFWNY.ORG  
@DEPTNYVFW  
518-463-7427**

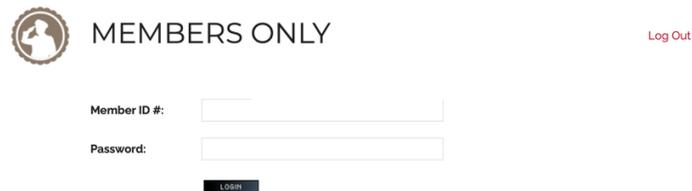
While not mandatory yet, the Community Service Reports are now available on the Dept Website for submission. Posts no longer must print, fill out and mail the forms, they can now be done directly under Membership Login.

To complete the and submit for community service you will:

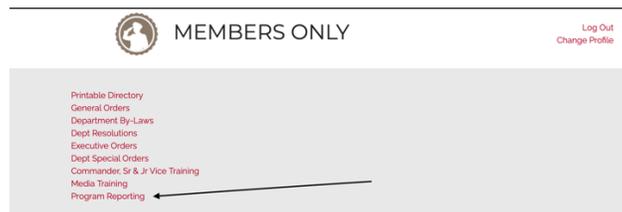
1. Go to login on the Dept of NY website VFWNY.ORG



2. Log in with your username (member ID) and Password (Last Name)



3. Scroll down to Program Reporting.



4. Since you logged in with your username (member ID) and Password (Last Name) the top line of the form will already be filled out with the post you are assigned to, your district and email address.



5. The date will be filled in with today's date, if you are reporting for a different date simply click on the date and a drop will appear to change it.

**Date of Activity**

09/20/2021

Sep 2021

Su	Mo	Tu	We	Th	Fr	Sa
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	1	2
3	4	5	6	7	8	9

Veterans Assistance

6. Next you will select a type of Program, you will have the choice of:

**Select a Program**

Community Service

Veterans Assistance

Legislative Advocacy

Youth Development

a. **Community Service:** This includes all programs you do within the community i.e., Buddy Poppy Drive, Membership Drive, Clothing Collection, Parades etc.

**Select a Program**

Community Service

Veterans Assistance

Legislative Advocacy

Youth Development

**Select an Activity**

Citizenship/Americanism

Honor Guard

Flag Etiquette

POW/MIA

VA Volunteer Services (hospital/clinic)

Buddy Poppy Drive

Membership Drive at a Community Event

Public Servant Recognition (LE/FF/EMT)

Teacher of the Year

Disaster Relief

Stand Down Participation

Safety Recognition

Other

b. **Veterans Assistance:** This includes taking a veteran to the doctor, donating food and clothing to a veteran shelter, helping a veteran obtain services.

**Select a Program**

Community Service

Veterans Assistance

Legislative Advocacy

Youth Development

**Select an Activity**

Adopt-a-Unit/MAP activities

National Home

Unmet Needs/Relief

VFW Mental Wellness

Sport Clips Help a Hero Scholarship submission

Military & Veterans Support (Women Veterans, Homeless, Iraq/Afghanistan)

Claims & Benefits assistance

Other

c. **Legislative Advocacy:** Includes sitting on elected officials' boards, press conferences, donating the post as a voting center etc.

Select a Program \*

Community Service
  Veterans Assistance
  Legislative Advocacy

Youth Development

- d. Youth Development: This does not mean judging the VOD/Patriots Pen, this refers to the award dinner for the VOD, Patriots Pen, helping a scout with their project, or attending a sea cadet or ROTC event. Things that help the Youth in their programs.

Select a Program \*

Community Service
  Veterans Assistance
  Legislative Advocacy

Youth Development

Select an Activity \*

Voice of Democracy
  Patriot's Pen
  Scouting

JROTC
  Student Scholarships
  Other

7. Cumulative Hours / Miles / Members / Dollars Spent/Donated:

Cumulative Hours \*      Miles \*      Members \*

Dollars Spent/Donated \*

- a. Cumulative Hours: This means the time length of the event, do not include time to travel to event, time to set up the event, or time promoting the event. If the event is 1 hour long and 20 members show up, do not put down 20 hours, it is still 1 hour.
- b. Miles: Miles are referring to driving to an event, does not include driving to a meeting.
- c. Members: This is the total number of members and auxiliary that attend with the event, this does not include non-members who attend your event.
- d. Dollars Spent/Donated: This is the total amount of money that you raised, spent, or donated. If you are raising money for the homeless shelter and collect 500.00 and donate 500.00 you do not put 1000.00, it is only 500.00.

8. Description: Give a basic description of what the event was and what you did.

Description \*

Some reports are submitted with either 1 line, or a whole book. It is best to keep it simple but also include important information.

Bad Example: Went to State Fair to recruit members.

This lacks information to determine the event.

Good Example: Went to State Fair on 9/3 and 9/4 to recruit new members and distribute buddy poppy. Got 3 applications and collected 150.00 in Poppy Money. Also connected a former sailor with a service officer.

This says about the event and gives information that can be used to follow up and maybe event promote on the Dept Social Media Site.

9. Once you have completed the form, simply press submit.



10. When you submit the report, you will get an email to your account telling you the report was received, be sure to save these in a special folder in case you need to follow up.

Program Activity			
Month:	September	Year:	2021
Post:	2475	District:	3
Date of Activity:	2021-09-08	Activity:	
Program:	Legislative Advocacy	Miles:	100
Hours:	3	Dollars Spent/Donated:	\$20.00
Members:	1		
Description:	Meeting with State Senator Brooks on VFW Legislation		

The email will show everything you submitted for the report including your Post No. District No. Date, Program, Hours, Miles, Members, and money spent as well as the description you entered, this email will be your receipt that the report was received by the Department.