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DEPARTMENT OF KANSAS PROGRAM COORDINATOR
2025 - 2026

DEPARTMENT PRESIDENT'S THEME
"Soaring Above for Our Veterans"

NATIONAL PRESIDENT'S THEME
"From Sea to Shining Sea – Honoring Veterans Who Keep Us Free"

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WELCOME BROTHERS AND SISTERS TO THE 2025 -2026 VFW AUXILIARY PROGRAM YEAR. As the Department Program Coordinator, it is my job to not only work with the Department President and Program Chairmen, but to assist Kansas Auxiliaries with their program reporting. The program year for 2025-2026 began on April 1, 2025, and will end on March 31, 2026. Please keep these dates in mind as you plan your projects and fundraisers for the upcoming year. You should report on each activity your Auxiliary participates in, as listed on the Report Form unique to each Program.

WHY IS REPORTING SO IMPORTANT?
1. It is important for each Auxiliary to report all program projects, activities, and events in a timely manner, as this is how the VFW Auxiliary maintains its not-for-profit status with the IRS.
2. Reporting is how we furnish the VFW with our hours and dollars spent on our Veterans, their families, and our communities. This information helps to influence Congress to allow more funding of the VA programs. Each hour and dollar reported gives our National Commander in Chief more ammunition when he addresses Congress about the need for continued federal funding of Veterans' programs.

AUXILIARIES:
You are to send completed reports to your Department Chairmen and District Chairmen. Your Auxiliary is encouraged to report real time as projects are completed, and all reports MUST BE submitted online, emailed, or postmarked by March 31, 2026. Please make sure that if you are competing for the Circle of Achievement, you are following the guidelines from Department President, David.

HOW DO YOU REPORT?
If a project or activity applies to more than one program, a separate report should be completed for each applicable program. For example, if your activity can be reported under both Youth and Americanism, complete a report form for **EACH** program, dividing the hours and monies proportionately to avoid double reporting. As projects or activities approved in your Auxiliary business meeting are completed, the Auxiliary Chairman or designee will complete the report form utilizing one of three methods:

1. Utilize the online reporting available on the Department of Kansas website www.vfwauxks.org.
   - Allows you to complete the form directly on the website.
   - Allows you to attach pictures by email or mail to Department Chairman.
   - Report goes directly to the Department Chairman for approval.
   - Report does not automatically go to the District Chairman. You will receive a "successful submission" email from the system after you submit your report. This email can be sent to your District Chairman.

2 . Hand-written report utilizing the Report Form found on the Kansas Auxiliary website www.vfwauxks.org.

- Print Legibly.
- Include pictures of your project when you can.
- Send one copy of the completed form to the Department Chairman and one copy to your District Chairman, keeping a copy for your Auxiliary files. The reports can be sent by mail or email.

3. Fillable PDF document utilizing the Report Form found on the Kansas Auxiliary website www.vfwauxks.org.

- Allows you to complete the form on your computer.
- Print the completed form and mail one copy to the Department Chairman and one copy to your District Chairman, keeping a copy for your Auxiliary files, or
- Save the file on your computer and email it to the Department and District Chairmen.
- Make sure to copy/print any pictures you want to include.

TIPS FOR COMPLETING THE HANDWRITTEN OR FILLABLE REPORT FORM:

- **District # -** Enter your District #.
- **Auxiliary # -** Enter your Auxiliary #.
- **Auxiliary City -** Enter the name of the city/town in which your Auxiliary is located.
- **Submitted by -** Enter the name of the person completing the report.
- **Email or phone -** Enter the email or phone number of the person completing the report. This is needed if the Department Chairman has a question about your report.

FOR EACH QUESTION / ACTIVITY:

- **Date of Activity -** Enter the date of the activity you are reporting on.
- **Project hours worked:** Count all hours worked toward completion of the project. Hours are counted in man hours, not clock hours.   **Example:** 3 members each spent 3 hours, so total is 9 hours. **Do Not** count hours already reported on a previous report.
- **Members participating in project** - Enter the number of members who participated in the project being reported on.
- **Auxiliary monies spent -** Include the actual Auxiliary dollars spent on every project reported. **Do Not** include dollars reported on a previous report.
- **Value of Goods/Services donated by Auxiliary members -** Include the value of donated items. **Do Not** include items already reported on a previous report.
- **Do Not** include the value of mileage.
- **Do Not** include Post members' or non-members' hours or monies on your report.
- **No Activity -**   **Do Not** submit a report form with zeroes for time or money.
- **Describe project -** Be sure to include **who** participated, **what** you did, **when** you did it, **where** it was done, **why** you did it, and **how** you went about doing it.
- **Include** pictures of your projects if you have them.

TIPS FOR COMPLETING ONLINE REPORTS:

- **Must be completed** within the Member Login.
- **Online reporting** allows for only **ONE** activity per report. You will need to complete a separate report for each activity.
- **Auxiliary #, District #, and Submitter Email** are prepopulated in the report. This comes from your member login information. If one of these items does not prepopulate, please review your member profile to make sure these items are complete.
- **Date of Activity -** this is the date of the activity, not the submitted date. The submitted date is logged within the system when you complete the report.
- **Select the Program** you wish to report on by clicking inside the radio button.
- **After selecting the Program,** the questions associated with that program will be shown on the screen.
- **Select the activity** you wish to report on by clicking inside the radio button.
- **Cumulative hours -** hours spent by members completing this activity. Count all the hours that went into completing a project. Hours are counted in man hours, not clock hours. **Example** - 3 members each spent 3 hours on a project, so total is 9 hours. **Do Not** count hours already reported on a previous report. **Please note:** include hours for this activity only, do not combine hours from another activity.
- **Miles -** optional for completion.
- **Members -** number of members who participated in this activity.
- **Dollars Spent/Donated -** Online reporting combines Dollars spent and Value of Goods/Services donated. Please enter ONLY the Dollars Spent in the box provided, and enter the Value of Goods/Services donated in the Description box at the bottom of the report. (I'm currently working on getting another box added for donated.)
- **Poppies and Youth -** Enter the number only if anything applies to either of these.
- **Chairman -** Enter the name of the DEPARTMENT Chairman for the program you are reporting on.
- **# of Projects -** Enter the number of projects you are reporting on - but this is only for the same type of activity. For instance, if you held two Buddy Poppy drives, you would select "Held a Buddy Poppy Drive" as the activity, and enter 2 for the number of projects.
- **Description -** Enter any details of your activity here. A more complete description will help your Chairman determine awards. At this time, pictures cannot be added online by the user. Only an Administrator will be able to add pictures. Please email or mail pictures to your Chairman, who will forward your pictures to me.
- **Submit -** After you have completed all sections of the report, click on the Submit button. After you have submitted your report, it will go to the Department Chairman for approval. You will receive an email that your report was successfully submitted. Forward this email to your District Chairman for their record. If the Department Chairman rejects the report (such as the activity described does not fall under this program) it will come back to you to revise and resubmit.

Wishing you all a great program year!

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