

## IMPORTANT INFORMATION

### FROM

Department Webmaster

Karol Goodin

([bkanti@eaglecom.net](mailto:bkanti@eaglecom.net))

Department President

Mike McCandless

([mikevfwa@yahoo.com](mailto:mikevfwa@yahoo.com))

The second reporting period will be ending soon. I hope everyone has submitted their reports so that Chairmen can begin compiling information. If you submitted your report(s) online, Department Chairmen have been approving them and they will be tallied automatically. If you submitted the paper report, Chairmen will be entering those into the website so they can be tallied.

After all reports have been entered, District and Department Chairmen can utilize the “Chairman Review” report found under Members Only on the Department website. This report will easily give you the summary of hours and dollars, along with the description of the activity performed.

**District Chairmen** - select your program from the drop-down, and enter your District number, along with the start date (most likely either 4-1-23 or 12-1-23) depending on what time period you want to summarize. For instance, if you are the Mentoring for Leadership Chairman for District 6, and want to summarize all reports received since 4-1-23, you would enter as follows, and hit Search.

|  |                          |
|--|--------------------------|
| Program  | Mentoring For Leadership |
| District   | 6                        |
| Post   |                          |
| Begin Date   | 04/01/23                 |
| End Date   |                          |
| Sort report by which date?   |                          |
| <input checked="" type="radio"/> Date of Activity <input type="radio"/> Reportdate |                          |
| <input type="button" value="Search"/>  |                          |

You will then see a report similar to the following, which summarizes all reports entered into the system. Each Auxiliary's information is totaled, and then the District total is at the bottom. I realize this is very small to read here, but I want you to see what the report looks like, not necessarily read the content. Please give this a try, and feel free to contact me (Karol Goodin) if you need help.

| PROGRAM                        | ACTIVITY                 | CHAIRMAN       | # OF MEMBERS | DATE OF ACTIVITY | # OF YOUTH | # OF YOUTH GROUPS | HOURS | DOLLARS | TOTAL GOODS/SERVICES DONATED | PROJECTS | MILES | # OF POPPIES | DESCRIPTION   |
|--------------------------------|--------------------------|----------------|--------------|------------------|------------|-------------------|-------|---------|------------------------------|----------|-------|--------------|---|
| <b>DISTRICT 6</b>              |                          |                |              |                  |            |                   |       |         |                              |          |       |              |   |
| <a href="#">AUXILIARY 9076</a> | For Leadership           | Leessa Butcher | 0            | 3/11/2024        | 0          | 0                 | 6     | \$0.00  | \$0.00                       | 1        | 0     | 0            | better at mentoring t outside world on wha the VFW and the auxiliary has to offer |
| Post 9076 Total                |                          |                | 0            |                  | 0          | 0                 | 6     | \$0.00  | \$0.00                       | 1        | 0     | 0            |   |
| <a href="#">AUXILIARY 9139</a> | Mentoring For Leadership | Jenni Holmgren | 8            | 8/3/2023         | 0          | 0                 | 1     | \$0.00  | \$0.00                       | 1        | 0     | 0            | self explanatory with bullet marked   |
| District 6 Total               |                          |                | 14           |                  | 0          | 0                 | 21    | \$2.50  | \$0.00                       | 11       | 0     | 0            |   |
| Department Total               |                          |                | 14           |                  | 0          | 0                 | 21    | \$2.50  | \$0.00                       | 11       | 0     | 0            |   |

**Auxiliaries/Members** - If you have submitted a report, but do not see it listed on the “Chairman Review” report, please let your Department Chairman know so that it can be tracked down. Several pictures have been received recently and will be added soon.

**FYI from Department President Mike McCandless:**

**In accordance to the Circle of Excellence for the Department of Kansas, all Auxiliaries will do a project, event, or donation that will benefit VETERANS. If you have not accomplished this before April 30, your Auxiliary may be put on SUSPENSION.**