

## VFW Auxiliary Department of Kansas Program Reporting

Please use the form below to enter your activity.  
One report for ONE activity.

Auxiliary\*

District\*

Submitter Email\*

Date of Activity\*

 

Select a Program\*

- Americanism
- Extension & Revitalization
- Legislative
- Veterans and Family Support
- Auxiliary Outreach
- Historian / Media Relations
- Membership
- Youth Activities
- Buddy Poppy ® /National Home
- Hospital
- Scholarships

Select an Activity\*

- Promoted, participated, recognized, any patriotic day (Veterans Day, Memorial Day, POW/MIA, Remembrance Day, Gold Star) and /or branch of service birthdays. (Record each in Description.)
- Auxiliary distributed and/or presented American flags, or POW/MIA flags. (Record number of American and POW/MIA flags in Description.)
- Number of Patriotic Appreciation Citations, Certificate of Appreciation or Respect for the Flag Citations presented to citizens and/or businesses. (Record number for citizens and businesses in Description.)
- Other-Americanism

Cumulative Hours\*

Miles\*

Members\*

Dollars Spent/Donated\*

Poppies\*

Youth\*

Chairman\*

# of Projects\*

### Description \*

Type in a short description of your project or event. here.

Auxiliary #, District #, and your email should automatically populate.

Date of Activity: Add the date using the calendar.

Program: Select the appropriate program.

Select an Activity: select the activity that most closely matches your project or event.

Cumulative Hours: this is the number of hours your members spent on the activity, i.e. if you had 5 members each spending one hour, you would put 5 hours.

Miles: this is optional, not required. This is the number of miles your member(s) travelled to perform this activity.

Members: this is the number of members involved in the activity.

Dollars Spent/Donated: only the dollar amount spent from your treasury. Donated amount should be mentioned in this description area.

Poppies: Add the number of poppies used for this activity if you wish. (Activity could probably also be reported under Buddy Poppy, but do not double up on the dollars and hours spent)

Youth: You can add the number of youth that participated in this activity if you wish. (Activity could probably also be reported under Youth, but do not double up on dollars and hours spent)

Chairman: This is the DEPARTMENT CHAIRMAN, not the Auxiliary or District Chairman.

# of Projects: Typically, this would be 1 (one); however, for instance if you held two Buddy Poppy drives within a month, you could make one report and then indicate 2 (two) projects.

Submit: Click on the submit button; you will get a message at the top that says your report was submitted. Allow a few minutes time, and you will get an email from the system that says your report was successfully submitted. This will also give you a summary of the report. This email may come to your SPAM folder, so please check there also. Please give it time to work through the system - do not

submit the report again, as that will most likely result in a duplicate report, and the Chairman will have extra work to delete one of them.

Contact Karol or your Department Chairman if you have a question on the status of your report. Also, remember that "successfully submitted" does NOT mean that your report has been approved by the Chairman.

SUBMIT