

DEPARTMENT PROGRAM ADVISOR

VFW Auxiliary Programs

Americanism

Buddy Poppy/National Home for Children

Extension/Revitalization

Historian/Media Relations

Membership

Scholarship

Auxiliary Outreach

DPSP

Legislative

Hospital

Mentoring for Leadership

Veterans & Family Support

Youth

DEPARTMENT PRESIDENT'S THEME

"Champion for Veterans"

NATIONAL PRESIDENT'S THEME

"Hands that Serve, Hearts that Care"

Welcome Brothers and Sisters to the 2022-2023 VFW Auxiliary to the Veterans of Foreign Wars program year.

As Department Program Advisor, it is my job to not only work with the Department Chairmen, but to work with the Auxiliaries throughout Florida to assist with program reporting.

- This program reporting year will begin by reporting all program events your VFW Auxiliaries have completed since April 16, 2022.
- It is important to mention that the program reporting year will end on April 15, 2023.
- Please keep this in mind when planning your program fundraisers if you want it to count for the 2022-2023 year.

All program reporting will be done on-line at the Department of Florida VFW Auxiliary's website www.vfwauxflorida.org

- *Each Auxiliary is responsible to enter their own reports.*
- Each Auxiliary President will be given a default password; this password should be changed by the Auxiliary President or the person(s) the Auxiliary President designates to input reports.
- Once the password is changed, write it down. The Department has no way to know what you change it to. If you lose your password it will have to be reset by the website administrator.
- Auxiliary Presidents are advised to share the online login information with Auxiliary Chairmen or any other individual(s) delegated to input reports.

Why do we report??

- ✓ It is important for each Auxiliary to report all program projects/activities/events in a timely manner, as this is how the VFW Auxiliary maintains its not-for-profit status with IRS.
- ✓ Reporting is also how our National Organization compiles the stats for the Fact Sheet published each year.

What should you report?

- ✓ All required fields MUST be completed (*in red * with asterisk*)
- ✓ If the numeric field has no value for the report, you are inputting, use "0" to complete the report before sending
- ✓ Number of Members who worked & participated
- ✓ Hours worked (*Includes planning meetings*)
- ✓ Total money spent (*Include all donated items and actual money spent....DO NOT include mileage*)
- ✓ Money can ONLY be reported once for a single event.
(*Ex: If you host an Americanism program and include Youth and Buddy Poppy, you can only report the money in one of the programs or you can split the money equally between programs.*) (*The same is applied to members, and hours.*) Do Not Double Dip!!

- ✓ Remember to use the comment box on each report to describe your event. This is considered back-up. Make it interesting; paint a picture with your words. This section is imperative for the Department Chairmen when judging their program at the end of the year.
 - ✓ You are encouraged to send pictures of your completed project/event to the Department Chairman, state in the comment box of the report *'pictures will follow'*. *(There is no way to attach photos to your on-line reports at this time; (You can send email attachment)*
 - ✓ Please report your COMPLETED project soon as it is over.
- Program promotions will be posted to the Department website www.vfwauxflorida.org approximately the 3rd week of each month.
 - Any member has access to the packet. Keep informed with all the latest program information from Department Chairmen.
 - Each program promotion is posted to the appropriate program page.
 - After inputting your report on the website and clicking the *'submit'* button you will not be able to edit or delete the report.
 - If you made a mistake or forgot to add something you can submit another report with **JUST** the added information noting that you are *'adding to previously sent report dated report'*.
 - **DO NOT REPORT** a project twice. The only way to delete a report is through our website administrator.
 - The Department of Florida VFW Auxiliary website is designed **not only** for reporting, it is a vital tool to work our programs. It is aimed for each and every member to keep up-to-date of latest news posted almost daily. You will find Forms, Program Resources, Candidate Information, Chaplains Corner, Contribution Reports, Audit Reports and so much more. CHECK IT OFTEN!
 - The National website www.vfwaux.org has a wealth of information right at your fingertip as well. Check the website for member benefits, membership stats, Ambassadors blogs, National events and news from our National President and more. If you have not already, create a member login on the National website to have access to the access to the emblem branding center, online Auxiliary Academy, program and publicity resources and much more!
 - Please pay attention to the **Special Program Awards for Members & Auxiliaries** for Department and National. You will find these awards listed on the **Department Program Pages** for each program on the Department website www.vfwauxflorida.org

We are always open to any comments, suggestions or ideas regarding the website. If you have any problems navigating the website or inputting reports you can call or email Leona McDermott, Department Secretary or Nancy Trivett, Program Advisor with your concerns.

Department Chairmen will be judging all VFW Auxiliary reported programs on the following criteria:

Quality
Creativity
Originality
Media Publication

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