

“HOW TO REPORT”

Department of California Instruction Pamphlet For Program Reports

**L.A.V.F.W. Department of California
Program and Award Recognition
Report Form 2006-2007**

In order for your Auxiliary to be considered for end of year awards, a report must be submitted a least quarterly to the Department Office and District Chairman. Reports submitted should include the period of May 1, 2006 through April 30, 2007. See instruction pamphlet for detailed explanation of "**HOW TO REPORT**". Mail one copy of the completed report and all attachments to the Department Office at 3100 Fite Circle, Suite 108, Sacramento, CA 95827 and one copy to your District Program Chairman.

Auxiliary Number _____

District Number _____

Period of Report

From _____ **To** _____

Program of THIS report:

Choose only one (1) program per Report Form from the box at right. Report only projects that pertain to That program on this report form.

1. **Americanism/POW-MIA/Loyalty Day**
2. **Buddy Poppy**
3. **Cancer Aid & Research**
4. **Community Services**
5. **Hospital/VAVS/Veterans Games**
6. Junior Girls Units
7. **Legislative**
8. **VFW National Home**
9. Mentoring
10. **Publicity**
11. **Veterans & Family Supp/Serv./Emerg.**
12. **VFW-PAC**
13. **Patriotic Art/Voice of Democracy**
14. **Youth Activities/Patriot's Pen**

Bold font indicates that the program must be reported for consideration as Outstanding President and in the All State Membership program.

The numbers entered should reflect only the projects reported on this report form.	Total Projects on this report	Number of Members Participating	Total Hours Worked	Total Number of Miles	Total Value or Dollars Spent

Briefly describe the projects completed by the Auxiliary. Please use additional sheets, at least one for each project described. Be sure that you put your Auxiliary Number and District number and the program name on every sheet attached. With each project reported, attach any newspaper clippings, photos or other pertinent items that help you describe your project. Include the planning sessions and information as well.

Submitted by: (Print Name and Title) _____

Signature: _____ **Date:** _____

The Program Report Form is to be completed for each program in which a project or projects have been completed. For your convenience you may report as often as you like during the official report year. (The report year is May through April of the next year, except for the Buddy Poppy program.) We have asked that you report at least quarterly in order to track the projects on a flow basis throughout the year. However, if it is easier for your Auxiliary chairmen to report as the projects are completed, they may do so.

(WARNING: If you wait and send all reports about all of your projects at the end of the year, it will be very difficult to get the statistics recorded and the forms forwarded to the proper program chairmen in time for consideration for awards. This may jeopardize your chances for an award.)

The process of reporting is as follows:

1. When project(s) or activities are completed the Auxiliary Chairman fills out TWO (2) copies of the report form. Be sure that you only report for the program indicated on the report form. Be sure to include a separate written description of **each** project along with pictures, newspaper clippings, etc. in with each of the report forms. Make sure that the Auxiliary name, number and District Number is on every page. It is advised that you number the pages of each report, and indicate the program the report is for on each page.
2. If a project applies to more than one program a separate report must be completed for each applicable program. (For example: if your activity is reportable to Youth, Americanism and Community Service, you must complete two report forms for EACH program and attach copies of the description with pictures etc to every one of them.
3. Send one copy to your District Program Chairman. (If you want to keep a copy for your own records, which would be a good idea, then you need to make three copies of every report.)
4. **The other copy goes to the Department Office at 3100 Fite Circle, Suite 108, Sacramento, CA 95827.** The Department Treasurer will record the statistics and then send the form on to the Department Chairman.
5. The totals from the report title page will be recorded for use in the National Report at the end of the year.
6. The report will then be sent to the appropriate Department Program Chairman for use in consideration for awards at the end of the report year at the Department level.

If you have questions about this process flow you can call the Department Office at (916) 449-8858.

Form Information Explanation

Auxiliary Number: Please write the number of your Auxiliary on this line.

District Number: Please enter the District number if appropriate.
(Auxiliaries in the former Districts 14 and 21, leave it blank)

Period of Report From _____ To _____:

Please enter the month that your first reported Project on this form was completed on the line after FROM and the month that the last project you are reporting on this form on the line after the TO.

For Example: From: May 2005 To: October 2005.

Program of THIS Report: Select one of the Programs listed in the box, write it in the line provided. Be sure that all the projects included with this form are ONLY related to THAT program. If you do this incorrectly, your project will be reported incorrectly to National and the information will be sent to the wrong Department Program Chairman.

Total Projects on this report: Put the number of projects for the program being reported on this report form in the box beneath this title on the table. **DO NOT** include projects that have been reported previously in this number.

Number of Members Participating: Report the total number of members who participated on ALL of the projects included with the report. If you are reporting six (6) projects and one lady participated in all of them, you count her six times, because she participated in six separate projects. BUT, if one member participated in 4 meetings on ONE project, she is only counted as 1 member participating.

Total Hours Worked: Count all the hours that went in to PLANNING the project, PREPARING for the project, PARTICIPATING in the actual project and COMPLETING the project. Enter the total number of hours for ALL the projects reported on this report in the box.

Total Number of Miles: This is the total number of mile **driven** to participate in the projects included on the form. (Notice this says driven, not traveled, therefore, if 3 people travel in a car and go 50 miles for a project, the number of miles driven is 50 miles NOT 150.)

Total Value or Dollars Spent: Include the value of donated items, or the actual dollars spent on every project reported. Do NOT include value of mileage, National figures that out for themselves from the information above.

Describe the Project: Using One or more additional sheets of paper for each project being reported complete a written description of:

- What you did.
- Why you did it.
- Who participated.
- Where it was done.
- How you went about doing it.

Include anything that might make your report more informative, and attractive, such as programs, pictures (name the folks in them if you can), newspaper article(s) printed about the project, your Post/Aux. Newsletter articles, promotional materials you used for the project, advertisements, etc.

NOTE: BE Sure that you include the Program reporting, the Name and Number of the Auxiliary reporting, as well as, the District Number, if applicable on every page of the description. It is also advised that

your NUMBER the pages.

BE creative, BE informative, BE proud of what you did, Let your Chairman understand what the project accomplished.

Submitted by: (PRINT name and title): Since we would like to know who to give the credit to, we would sure like to be able to read this information. WRITE LEGIBALY!!!!!! (Or, type it.)
Auxiliary Name, Number and District Number

Signature: Required by law to enforce the Non-profit status, this establishes responsibility.

Date: This is the date of the report, NOT the project(s).

Information National is Looking For in Reports

At the end of the year, the information you have reported on your projects will be used by the District and Department Chairmen to help them determine awards etc. In addition, the Department of California is required to send in information to the National level. They are asking quite specific questions about the programs. If you read your National Program book, you will be able to determine what they are looking for in each program to decide awards at the National Level.

The **Summary Report** that the Department of California must send in at the end of the year requires the following information. If you do not include this information on your project reports, we will not know about it and will not be able to send accurate information to them so please be sure to report activities and projects about the following:

1. In **ALL** programs they want to know how many of our Auxiliaries participated in the program.

In addition, they are asking for:

2. **Americanism:**
 - a. The number of projects completed,
 - b. The number of **American Flags** (at least 3"x5") presented.
 - c. The number of POW/MIA programs presented
 - d. The number of Get out the Vote programs presented
3. **Buddy Poppy:**
 - a. The number of Buddy Poppies used or given
4. **Cancer Aid and Research:**
 - a. Describe the fund raising, and
 - b. Educational efforts of the Auxiliary
5. **Community Service:**
 - a. Number of entries sent for Outstanding Community Volunteer of the Year Award
6. **Hospital:**

- a. Did anyone participate in the Hospital Veterans Writing Program?
 - b. If so, how many members
 - c. Number of Auxiliary Members volunteering in VA Medical Centers, Nursing homes, outpatient clinics, community or other hospitals (# Volunteers, hours)
 - d. Auxiliary members making donated items for hospitals and nursing homes (# volunteers, hours, amount/value)
 - e. Donations to Operation Uplink, (Hours, Amount/Value)
 - f. Number of Operation Uplink cards given
 - g. Auxiliary sponsored NON-MEMBER volunteers in VA Medical Centers, Nursing homes, outpatient clinics, community or other hospitals (# Volunteers, hours)
 - h. Auxiliary sponsored NON-MEMBER volunteers making donated items for hospitals and nursing homes (# volunteers, hours, amount/value)
 - i. Assistance to Veterans and their families outside the medical facilities.
 - j. Donations to Wheelchair and Golden Age Games Programs.
7. **Junior Girls:**
- a. What was done to save any units in trouble
 - b. What was done to institute new units
 - c. What was done to increase the membership
 - d. How many Scholarship entries were made.
8. **Legislative:**
- a. Number of letters, faxes, e-mails, phone calls and other contacts were made with elected and appointed officials regarding issues affecting veterans?
9. **Mentoring:**
- a. Did you participate
10. **Publicity:**
- a. Did you participate
11. **Rehabilitation:**
- a. Money expended
 - b. Services performed
 - c. Did you participate in Adopt-a-Veteran
12. **VFW National Home:**
- a. Number of labels sent to the National Home
13. **VFW Political Action:**
- a. Did you donate
14. **Voice of Democracy:**
- a. Amount of money expended
 - b. Number of participants
15. **Youth Essay:**
- a. Amount of money expended
 - b. Number of participants
16. **Youth Activities:**
- a. Number of participants in the Young American Patriotic Art Contest
 - b. Number of participants in the Outstanding Young Volunteer Program

If you do, **and report**, all of these things, it will cover the bases.

If you do above and beyond. . . then you have met the spirit of the Ladies Auxiliary of the Veterans of Foreign Wars and their desire to be the best citizens and fellow human beings that they can be. God Bless You All.