



Program Reporting Training Session

How to Complete a Program
Report?



Why do we Report

Through collecting the information from your Auxiliary approved events and projects such as volunteers, hours, and dollars, the information **helps to substantiate your IRS nonprofit status.** Should your organization be audited by the IRS, they will look to these documents to prove you are fulfilling the mission of your organization.

Keeping a record of your Auxiliary's events and projects help you to tell the story of your Auxiliary to the community. Reporting that information to the Department and therefore the National level helps the organization tell its story as a whole.



When does an Auxiliary Report?

1. Rule of Thumb...After each project, event, activity, or donation, a report should be completed to document what was done/completed by the Auxiliary.

2. Department Schedule for Reporting

- * Auxiliary Program reports need to be to the Department Chairman by the 1st of each Month.

- * Each Department Chairman must send their Program Report to the Program Coordinator, PDP Jackie Herbert, by the 7th of each month.

(This allows the Department Chairman to receive the Financial Donation Report from the Department Treasurer Kim White to provide credit to the Auxiliary)

- * The Program Coordinator will email the consolidated Monthly Program Report to DeeDee Guyette, Department Webmaster by the 10th of each month for posting to the Department Website.

(www.vfwauxny.org). Go to Resources tab → Reports



What does an Auxiliary Report?

1. Indicate on the Auxiliary Program Report the Aux. Name, Post No., District No. and Program on the report form.
2. Describe the project, event, activity or donation.
3. The date and location where the project, event, activity was held. (ex. Post Home, Community Park, Community Center).
4. Compile the hours from the volunteers who participated in the project, event, or activity.
5. Provide the cost/expenses to do the project, event, or activity from the Auxiliary.
6. Identify and compile any miles traveled for the project, event, or activity by the members.
7. Identify if any Post members participated in the project, event, or activity on the report.
8. If a donation, identify monetary value, who the donation is for and what the donation supports.



How does an Auxiliary Report?

An Auxiliary may report using the Department Program Report form, send an email or may send a letter/postcard with all key information to the Department Chairman pertaining to the event, project, activity or donation.



Tips for Program Reporting

- A. Auxiliary Program Chairman should report after the completion of a project, activity, event or a donation.
- B. Examples of Project, Activity, Event or Donation:
- * Project - Spaghetti dinner for Unmet Needs
 - * Activity- Walk 22 promoting Suicide Awareness
 - * Event – Gold Star Family Breakfast
 - * Donation – VA Recreation Fund or Outside Organization (DAV, Red Cross, etc)



Tips for Program Reporting

C. Reporting Forms

- Utilize the Program Report Form on last page of Auxiliary Guidebook – form can be copied.
- Utilize the fillable Program Report Form found on Department Website. www.vfwauxny.org → Programs

PROGRAMS

The VFW Auxiliary Department of New York supports our veterans, members, and community through the implementation of many programs and initiatives. Here is a listing of all 2024-2025 programs, chairman, and related documents:

[2024-2025 Program Guidebook Printed Order Form Fill-In](#)

[2024-2025 Program Guidebook Downloadable Version](#)

[2024-2025 Program Report Form Fill-In](#)



Tips for Program Reporting – Fillable form



VFW AUXILIARY DEPARTMENT OF NEW YORK PROGRAM REPORT FORM ~ 2024-2025



PROGRAM NAME _____

AUXILIARY No. _____ DISTRICT No. _____

PROVIDE A BRIEF DESCRIPTION OF HOW YOUR AUXILIARY/ MEMBERS PERFORMED/ATTENDED/PROMOTED/DONATED TO THIS PROGRAM. INCLUDE AN ADDITIONAL PAGE, IF NECESSARY, FOR YOUR REPORT.

NO. OF MEMBERS PARTICIPATING	NO. OF VETERANS ATTENDING/ AFFECTED/ BENEFITTED	NO. OF HOURS	NO. OF MILES TRAVELED (PORTAL TO PORTAL)	DOLLAR VALUE OF GOODS DONATED BY AUX MEMBERS (BASKET ITEMS, DISH TO PASS, ETC)	AMOUNT OF AUXILIARY FUNDS SPENT	TOTAL AMOUNT SPENT THIS EVENT
_____	_____	_____	_____	_____	_____	_____

AUXILIARY CHAIRMAN _____ EMAIL _____

DATE OF SUBMISSION _____ TELEPHONE NUMBER _____

AUXILIARY PRESIDENT _____ EMAIL _____

**THANK YOU FOR SUBMITTING YOUR REPORT AND KEEPING OUR MISSION TO OUR VETERANS STRONG!
REPORTS MAY BE SENT USPS OR EMAIL TO RESPECTIVE PROGRAM CHAIRMAN.**

PLEASE REPORT BY THE 1ST OF EACH MONTH!

“Soaring Into the Next Century of Service with Our Veterans and Their Families”



Tips for Program Reporting

D. Additional Ways to Report

- Send an email to the Department Chairman.
- Send a hard copy report to the Department Chairman.
- Send a postcard report to the Department Chairman.
- * Suggestion on Subject line: **Sept** Report for Hospital Program Aux. 8137, D5



Tips for Program Reporting

E. Key Information Required for Reporting

- Always identify the Auxiliary Number.
- Always identify the District Number.
- Always identify the Department Program.
- Always identify who the contact is for the report – Aux. Chairman name with email and telephone for any questions by Dept. Chairman.



Tips for Program Reporting – Promotion/Photos

F. Promotional Items to add to Report

- Add a copy of the flier of event, project, activity.
- Add copy of Social Media – Facebook, Webpage promotions.
- Add copy of newspaper or radio PSA.
- Add copy of newspaper clipping from local paper.
- Add pictures of the event/project/activity.



Reminders for Program Reporting

An Auxiliary should report at **least one report** each program year.

Per the Circle of Excellence Criteria, National requests a project, event, activity or donation that benefits veterans by April 30, 2025.



Monthly Program Report

- Posted on the Department Website on the 10th of each month – beginning in September
- Report located under Resources -> Reports -> Program Status Report
- Notice the 24-25 Program Report form is also available on this slide

24-25 Program Report Form Fill-In ←

Program Status Report	
31-Aug-24-Program-Status	←
<i>31-Mar-24-Program-Status</i>	
<i>29-Feb-24-Program-Status</i>	
<i>31-Dec-23-Program-Status</i>	



Program Report Q's and A's

- Q1 – Can I report only 1 program on a Program Report?
- A1 – You can report 1 program or multiple programs on a report. If you report multiple programs, you need to send the report to all the program chairmen associated with the programs reported.

- Q2 – Do I need to report monthly on every program?
- A2 – The Auxiliary should report what program they have worked on when the project, activity, event is completed.

Example of a Program Report – 1 Program



PROGRAM NAME Hospital Program

AUXILIARY No. 412

DISTRICT No. 8

PROVIDE A BRIEF DESCRIPTION OF HOW YOUR AUXILIARY/ MEMBERS PERFORMED/ATTENDED/PROMOTED/DONATED TO THIS PROGRAM. INCLUDE AN ADDITIONAL PAGE, IF NECESSARY, FOR YOUR REPORT.

At the regular meeting of Chili Memorial VFW Aux. 412 on August 10, a motion was made to donate \$20.00 to the Recreation Fund at Canandaigua Va Medical Center. Motion was approved.

NO. OF MEMBERS PARTICIPATING	NO. OF VETERANS ATTENDING/ AFFECTED/ BENEFITTED	NO. OF HOURS	NO. OF MILES TRAVELED (PORTAL TO PORTAL)	DOLLAR VALUE OF GOODS DONATED BY AUX MEMBERS (BASKET ITEMS, DISH TO PASS, ETC)	AMOUNT OF AUXILIARY FUNDS SPENT	TOTAL AMOUNT SPENT THIS EVENT
6	0	0	0	0	\$20.00	\$20.00

AUXILIARY CHAIRMAN Mary Ryan **EMAIL** MAR1234@aol.com

DATE OF SUBMISSION August 10, 2024 **TELEPHONE NUMBER** 585-235-1111

AUXILIARY PRESIDENT K Dotson **EMAIL** kdvwaux@aol.com

This Program Report may be sent electronically to Hospital Chairman – Agnes Stampf or print the report and mail via USPS.

Example of a Multi-Program Report



PROGRAM NAME Americanism, VFS, Youth Activities, Buddy Poppy

AUXILIARY NO. 412

DISTRICT NO. 8

Veterans and Family Support - On November 11, 2023, Chili Memorial VFW Auxiliary 412 held a dinner in honor of our Post Veterans for Veterans Day. The dinner (Ham, Au Gratin Potatoes, Vegetable, Tossed Salad, Rolls, Jello, Coffee/Tea and Marble cake for dessert.) 25 Veterans were in attendance of the dinner. Members donated the food and paper items for the event. Ham and Cake were purchased by the Auxiliary.

See info listed in boxes below

Americanism - Flag centerpieces were placed on the tables - 30 small flags were used. The Patriotic Instructor opened with Dinner with the Pledge and the reading of the Missing Man Table.

2 members made centerpieces – 2 Hrs each - Total 4 Hrs.

Youth Activities - Each veteran received a "Thank you for your Service" card from the 3rd Grade Students of Honeyoe-Lima Elementary School. 15 Students participated

15 students created cards – 1 hr each – Total 15 Hrs. Aux Member brought to dinner.

Buddy Poppy - 30 poppies were used to be placed in the Flag centerpieces and 30 poppies were used to wrap the utensils around a napkin.

2 Mbers – 4 Hrs each – Total 8 hrs

Each veteran was presented with certificate of thanks and appreciation for their service to preserving the freedom of our country.

Americanism - 1 member created / printed certificates – 1.5

Example of a Multi-Program Report continued

NO. OF MEMBERS PARTICIPATING	NO. OF VETERANS ATTENDING/ AFFECTED/ BENEFITTED	NO. OF HOURS	NO. OF MILES TRAVELED (PORTAL TO PORTAL)	DOLLAR VALUE OF GOODS DONATED BY AUX MEMBERS (BASKET ITEMS, DISH TO PASS, ETC)	AMOUNT OF AUXILIARY FUNDS SPENT	TOTAL AMOUNT SPENT THIS EVENT
6	25	12 hrs	0	\$125.00	25.00 ham/ cake	\$150.00

AUXILIARY CHAIRMAN Mary Boden EMAIL MAB1125@aol.com

DATE OF SUBMISSION 11/15/23 TELEPHONE NUMBER 585-235-2222

AUXILIARY PRESIDENT Karen Dotson EMAIL kdvfwaux@aol.com

This report may be sent electronically or printed and sent USPS to Department Chairmen. Chairmen to receive would be: Americanism – Rose Cooper, Buddy Poppy – Flora Becker, Youth Activities – Phyllis Walker, and Veterans and Family Support - Dee Ippolito. The Report would need to be saved and then attach the document in an email to the Department Chairmen.



Example of an Email Report

To  kdvwaux ×

CC  Tina Roberts ×

BCC

September Mentoring Report - Chili Memorial Aux 412, D/8

AA **B** *I* U        

At the September 16, 2024 Auxiliary meeting, members reported their attendance at the following training sessions sponsored by the Department of New York.

Two members attended the 2-day Officer and Member Training Session, August 9 - 10 at the Holiday Inn Binghamton.

Two members attended the Zoom Secretary Training Session scheduled on Tuesday, September 10 - Total 2 Hrs

Separately, one member has been mentoring a new member on the different responsibilities of Auxiliary officers, Auxiliary Traditions, and the Department Programs. - Total 3 Hrs

If you have any questions regarding this report, please contact me at my email or telephone number listed below.

Auxiliary Chairman's Name
Telephone Number.....



Department Program Chairmen

Veterans and Family Support – Dee Ippolito – Email: dee.ippolito.017@gmail.com

Americanism – Rose Cooper, JPDP – Email: navyvet8194@gmail.com

Auxiliary Outreach – Judy Lefebvre – Email: biljud@aol.com

Buddy Poppy/VFW National Home – Flora Becker – Email: loveourveterans17@yahoo.com

Extension, Revitalization, Mentoring – Karen Dotson, PDP Email: kdvfwaux@aol.com

Hospital – Agnes Stampf – Email: agnes.stampf@gmail.com

Legislation – Tina Roberts – Email: tinaroberts@frontiernet.net

Media/Historian – Kellianne Martini – Email: kelliannekennedy@hotmail.com

Membership – Jane Reape, PNP – Email: janereape@yahoo.com

Official Visit – Sandy Flynn, PDP – Email: sandraflynn1947@yahoo.com

President's Special Project – Linda Flanagan – Telephone: (315) 475-7526

Scholarship – Joan Barnhart – Email: jbarn98674@aol.com

Youth Activities – Phyllis Walker – Email: phylliswalker3019@gmail.com

Ways and Means – Marcia Williams – Email: mmmckinney24@aol.com



Program Reporting Summary

Thank you for attending the “How to Complete a Program Report”.

Presentation is on the Department Website (www.vfwauxny.org) under Training Sessions.

All questions are welcome...