ENTERING REPORTS ONLINE

➢ Log onto movfw.org

➢ On the upper right, access the pulldown menu for *LOGIN* and select *MEMBERS ONLY.* The Member ID # is your VFW membership number. The Password is your last name with the first letter capitalized.

➢ From this next screen you may enter reports, view the Dashboard or update your profile.

MEMBERS ONLY

DashBoard
Community Service Reporting

➢ To enter reports select Community Service Reporting.

➢ The screen populates with the information tied to your membership number. You may change the email address etc. at this point. It is recommended, however, if changes are necessary, that they be done so in the "Change Profile" link.

➢ Enter the date of the activity using the calendar icon.

➤ Select the program which is being reported.

Post*

1831

District*

8

Submitter Email*

xwac@yahoo.com

Submitter Phone*

(573) 2000428

Date of Activity*

mm/dd/yyyy

Select a Program*

○ Community Involvement   ○ Americanism   ○ Legislative Advocacy

○ Veterans Assistance   ○ POW/MIA   ○ Recruiting Event

○ VSO Event   ○ Scouting

One event may be reported under various events if appropriate but each event needs to be entered separately. For instance, a Post holds a Buddy Poppy event and at the event there is an American Flag, POW/MIA Flag, recruiting information with membership forms, and an individual assisting with Service Officer referral forms which has been advertised to the public. The event may be entered under Community Involvement/Buddy Poppy Drive, Americanism, POW/MIA, Recruiting, and Service Officer event. However, the total members, hours, miles, and cost will need to be divided between each category. Remember to enter your name at the end of the report. This enables the approving person to contact you should any questions arise.

EXAMPLE #1: A Post member mows a veteran's lawn. There was no auxiliary involvement, it took him 2 hours, the veteran lives 5 from the Post, and the cost of gas to mow was $3.00. The report will be entered as follows:

Select an Activity*

○ Donate to Veterans Service Officer Fund

◉ Assist Veterans and their Families

○ Loaning of Hospital Type Equipment

○ Conduct Military Funerals

○ Other

Cumulative Hours*

2

Miles*

10

Members*

1

Dollars Spent/Donated*

3.00

Description *

Post member mowed the lawn of a veteran who was unable to mow. Quincy Myrick

EXAMPLE #2: The Post has scheduled a Buddy Poppy Day at WalMart.   There are 6 Post and 6 Auxiliary members scheduled throughout the day from 8:00am through 5:00pm. A table is set up displaying the American and POW/MIA Flags. On the table there are also VFW Fact Sheets and Membership Applications. It was also advertised on the Post Facebook page that a Service Officer will be available. The members present not only distribute poppies, they also offer information about the VFW and membership and also offer to assist in filling out a Service Officer Referral Form. This event may now be entered as Community Involvement/Buddy Poppy Drive, Americanism/other, POW/MIA flag displayed at community program, Recruiting Event/offsite, and Service Officer Event. The

information will be divided by 5. When entering the verbiage for the event include everything, then copy and paste for each category. After all information is entered, select SUBMIT.

Cumulative Hours*	Miles*	Members*
27	25	3

Dollars Spent/Donated*

3.00

Description *

Post and Aux. members held Buddy Poppy drive at Wal Mart. At the table we displayed the American flag and the POW/MIA flag. We had membership applications and the VFW fact sheet and spoke with Veterans and their families about the benefits of membership. Two applications were completed. We had referral forms and completed one. This event was advertised stating a Service Officer would be present on Facebook, on the Post running sign as well at the running sign at City Hall.

Only select SUBMIT one time. An email confirmation will be sent advising the report has been added successfully, this does not mean it has been approved, this means the report is in the system for review. If by chance the report is rejected, an email will be received with an explanation.

*Be sure to include the Auxiliary activities.

*Mileage is the round-trip miles of each participant from the Post home to the event location. If the event is at the Post, then the mileage is zero.

*When donating a hall, the normal hall rental amount is the Dollars spent/donated on the report.

*Remember the incidental costs; the monies for purchasing poppies, recruiting pamphlets, etc.

REPORT CATAGORIES

Americanism

Select an Activity[*]

○ Get Out to Vote Program

○ Color Guard Activities

○ Honor Guard Activities

○ Flag Disposal Ceremony

○ Participate or Conduct Flag Ceremony

○ Present Flag Education Program

○ Veterans Day

○ Memorial Day

○ Pearl Harbor Day

○ Loyalty Day

○ 911 Remembrance Day

○ Other

POW/MIA

Select an Activity[*]

○ Conducted Program in the Community

○ Conducted Program in School

○ Post Ceremony Attended by the Public

○ POW/MIA Flag Displayed at Ceremony

○ POW/MIA Flag Displayed at Community Program or Parade

○ Other

Community Involvement

Select an Activity*

- ○ Buddy Poppy Drive
- ○ Tree Planting Program
- ○ Community Blood Drive
- ○ Community CPR Class
- ○ Recycle Program
- ○ Adopt a Highway Program
- ○ Youth or Hunter Safety Program
- ○ Drug Awareness Program
- ○ Community Emergency Assistance
- ○ Volunteer in Schools and Community

- ○ Sport/Athletic Sponsorship
- ○ Scouting Organization Support
- ○ Participate in Patriots Pen
- ○ Participate in Voice of Democracy
- ○ Participate in Teacher Entry
- ○ Sponsor Youth Contests/Special Events
- ○ Achievement Awards Community/School
- ○ Recognize Public Employees
- ○ Donate Hall to Non Profit Organization
- ○ Other

Recruiting Event

Select an Activity*

- ○ Off Site (Public Forum)
- ○ Cold Canvas (Stores, ETC)
- ○ Phone Calling (MAL/Membership Rosters)
- ○ Face to Face Interview

VSO Event

Select an Activity*

- ○ Service Officer Event

Veterans Assistance

Select an Activity*

○ Donate to Veterans Service Officer Fund

○ Assist Veterans and their Families

○ Loaning of Hospital Type Equipment

○ Conduct Military Funerals

○ Other

Legislative Advocacy

Select an Activity*

○ Local - Contact municipality representative about veterans issues

○ State - Attend MAVO meeting

○ State - Talk with Representative or Senator about veterans issures

○ State - Attend rallies at the Capitol

○ National - Sign someone up for Action Corps

○ National - Contact U.S. Sendator and/or U.S. Representative about veterans issues

○ Other

Make reporting activities as easy as possible. Possibly have a log book available or a log sheet for members to turn in. Ric DePontee created a form for this purpose. It can be found under Resources, Forms & Documents, Post Documents on the website, movfw.org.

Don't forget to enter the activities of the Auxiliary. If the Auxiliary already has a system for tracking activities it may be as simple as taking a picture of their already existing reports and entering the appropriate activity. The Auxiliary members can enter reports on our system, provided they first contact the Webmaster or Assistant Webmaster to be entered into the system.

The easier it is for members to report activities, the more likely it is information will be reported.

Any member may enter reports.

REVIEWING REPORTS ON DASHBOARD

To review previous reports. Use the log in and select Dashboard.

The screen will populate with all the Missouri Districts/Posts.

Filter to a post by selecting Post, inputting Post # and selecting Submit.

District ⌄ [   ] Fiscal Year: 2024 ⌄ SUBMIT

All approved reports show on the Dashboard. Hover the mouse over the number on the report and click to see all reports in that category.

Only certain reports automatically populate on the National All-American Dashboard. Each Post needs to enter VOD, PP, TOY, Buddy Poppy Drive, and Recruiting. Each year as the All-American requirements change, other reporting may need to be entered.

ALL-AMERICAN DASHBOARD

There is a tutorial on the National Website. Log onto www.vfw.org. Sign on and select MY VFW. Scroll down to select Programs Dashboard Tool Training.

Membership Quick Links

- Online Membership System (OMS)
- MemStats Report
- Programs Dashboard Tool
- Programs Dashboard Tool Training
- Renew My Membership
- Become a Life Member
- Become or Upgrade to Legacy Life
- Membership Recruiting and Retention
- Request a Duplicate Card
- Access Department/Post VMail
- Membership Recruiting Brochures Order Form

For step by step instructions select

- Download Programs Dashboard Tool Guide