

Program Dashboard Reporting Instructions



1. System Overview

The **Post Dashboard** and **District Dashboard** are fully updated to reflect all current All-State Requirements. Data from these individual dashboards automatically feeds into the **National Programs Dashboard**.

2. Reporting Timeline & Methods

- **Program Year:** Operates annually from **July 1 through June 30**.
- **Real-Time Reporting:** Events must be reported **365 days a year** as they occur. Do not hold entries to report weekly, monthly, or quarterly (with the exception of *Static Displays*, as noted in the restrictions).
- **Individual Entries:** Record each activity as a separate event. **Do not combine multiple events** into a single, merged entry.
- **Platform:** All activities must be submitted online through the VFW Department of Illinois website at vfwil.org.
- **Approval Process:** Once a Post or District submits a report, **State HQ must approve it** before credit is officially applied to the dashboard.

3. Allowed Reporting Categories

Posts and Districts can **ONLY** submit activity reports for the following five categories:

1. Community Service
2. Veterans Assistance
3. Youth Activities
4. Legislative
5. Illinois Specific

 **State HQ Responsibilities:** All other dashboard entries—including program nominations, National Home or Veterans Home donations (upon receipt of proof), meeting attendance, audits, bonds, inspections, and membership—are managed and input exclusively by State HQ.

4. Specific Guidelines

District Reporting

- Districts must use the specific **"Post Number"** that corresponds to their District.
- All District Post numbers are **20000 or greater**, where the final digits match the District number.
- *Example:* District 3 uses Post number **20003**. (Illinois includes Districts 3 through 19).

Auxiliary Reporting

- Posts are highly encouraged (though not mandated) to report their Auxiliary community service events.
- Auxiliary entries must utilize the exact same fields and detailed descriptions as standard Post entries.
-  **Critical Rule:** Simply writing *"Auxiliary Activity"* in the description is **not** approvable.

Data Entry Restrictions

- **Be Concise:** Keep descriptions brief. Do not include detailed information on meeting motions or lists of specific members involved.
- **Exceptions:** You *must* identify the primary and alternate delegates when reporting on a County Veterans Assistance Commission (VAC).
- **Reference Material:** For detailed guidelines on individual programs, consult the [2026-2027 Commander's Leadership Manual](#).

5. Credit Rules & Total Impact Calculations

What Qualifies for Credit?

- **Volunteer Execution:** Credit is granted only for the actual execution of volunteer events.
- **Administrative/Planning Time:** Standalone planning or administrative time **does not** receive separate credit. However, this time, along with associated members and mileage, can be rolled into the final event entry.
- **Formal Planning Exception:** A formally called meeting with external community organizations to plan a major event (e.g., an Independence Day Celebration) **is eligible** for credit. The other participating organizations must be explicitly listed in the report.

Financial Standard Rates

- **Value of a Volunteer Hour:** \$34.79 per member, per hour.
- **Value of a Mile:** \$0.14 per mile (per current IRS rates).

Total Impact Formula

Community Service entries are considered incomplete without a **Total Impact** calculation. To determine the complete annual community footprint of your Post, use the following formula for every event:

$$\text{\$} + \text{Hours} + \text{Mileage} = \text{Total Impact}$$

The Program Reporting Form, Post Dashboard, and the District Dashboard are found in the Members Only Section of the vfwil.org web page.

The screenshot shows a web browser window with two tabs open, both labeled 'VFW Dept of Illinois'. The address bar shows the URL 'vfwil.org/di/vfw/v2/default.asp?nid=10&cmr=ILCSR'. The page has a dark header with the VFW logo and 'DEPARTMENT of ILLINOIS' on the left, and navigation links (HOME, ABOUT, PROGRAMS, RESOURCES, NEWS, CONTACT, LOGIN) on the right. Below the header is a 'MEMBERS ONLY' section with a 'Log Out' link. A list of links is displayed on the left side of the main content area, including 'Department Directory', '2025-2026 Roster and Bylaws Book', 'VAC Directory', 'Locate a Post', 'FAQs PCI Project', 'General Orders', 'Instructions for Program Reporting', 'Post Dashboard', 'District Dashboard', and 'Program Reporting'. The main content area features the title 'VFW Department of Illinois Activity Reporting' and the instruction 'Please use the form below to enter your activity. One report for ONE activity.' Below this, there are three input fields labeled 'Post*', 'District*', and 'Submitter Email*'. The Windows taskbar at the bottom shows the search bar and various application icons, with the system clock indicating 11:22 AM on 10/21/2023.

Illinois VFW Program Reporting & Dashboard Guide

This guide explains what activities qualify for program reporting, how to properly submit reports, and what actions are required to turn dashboard categories green for both Posts and Districts.

GENERAL REPORTING RULES

What Is a Program Report?

A Program Report documents activities performed by a Post or District that support veterans, youth, community service, legislative advocacy, Americanism, safety, or other VFW programs.

Reports should include:

- ❖ Date of activity
- ❖ Description of activity
- ❖ Number of volunteers
- ❖ Volunteer hours
- ❖ Dollars spent (if applicable)
- ❖ Dollars donated (if applicable)
- ❖ Number of participants served

Important Reporting Restrictions

Volunteer Activities Only

Credit is given only for volunteer activities.

No credit may be claimed for activities performed as part of paid employment.

Events Must Already Have Occurred

Reports may only be submitted after an event has taken place.

Planning meetings and preparation time may only be included with the complete event report.

Member Activities

Individual member activities only receive credit when the member is representing the Post.

Static Displays

Examples:

- POW/MIA Table
- Flags displayed at the Post
- Permanent patriotic displays

Limit reporting to:

- One hour per day per display
- Report monthly, not daily

Replacement costs may be reported as dollars spent.

COMMUNITY SERVICE

Community Activities

Programs initiated, organized, sponsored, or conducted by the Post.

Examples:

- Community cleanups
- Job fairs
- Clothing drives
- Food drives
- Veteran appreciation events

Dashboard Credit

Any report submitted under:

- Community Activities
- Disaster Relief
- Participation or Sponsorship of Community Activities

Disaster Relief

Activities supporting disaster victims.

Examples:

- Donations
- Volunteer support
- Supply drives

Participation or Sponsorship of Community Activity

Activities organized by another organization where the Post participates.

Examples:

- Volunteer labor
- Donations
- Hall rental support
- Sponsorships

Good Community Service Examples

- Voter registration campaigns
- Food bank support
- Job fairs
- Community cleanup projects
- Clothing drives

- Nursing home visits
- VA Home visits
- Care packages
- Donations to civic organizations
- Flag retirement programs

Non-Qualifying Community Service

Do not report:

- Regular Post dinners
- Member volunteering unrelated to Post representation
- Loaning Post facilities to Auxiliary, Cooties or VFW Riders

SAFETY PROGRAM

Qualifying Activities

- Safety education
- Community safety events
- Fire prevention programs
- Public safety awareness

Dashboard Credit

Any report submitted under:

- Safety Program Activities
- Public Servant Recognition turns the Safety section green.

Public Servant Recognition

- Police Officers
- Firefighters
- EMTs
- Dispatchers
- Other First Responders

AMERICANISM

Qualifying Activities

Flag Etiquette

- Flag education classes
- Flag retirement ceremonies

Honor Guard

- Veteran funerals
- Memorial services

Other Americanism Activities

- Presenting flags
- Replacing worn flags
- Encouraging voter participation
- Patriotic observances

Examples:

- Memorial Day
- Flag Day
- Independence Day

- Pearl Harbor Day
- Patriot Day
- POW/MIA Recognition Day

Dashboard Credit

Reports submitted under:

- Flag Etiquette
- Honor Guard turn the Americanism section green.

VETERANS ASSISTANCE

Qualifying Programs

Adopt-A-Unit

- Support active-duty military units.

Claims and Benefits Assistance

- Helping veterans access accredited service officers and benefits resources.

Homeless Veterans' Assistance

- Providing support to homeless veterans or veterans in need.

Stand Down Participation

- Participation in veteran stand-down events.

Sports Clips Scholarship

- Scholarship program support.

VFW Mental Wellness

- Mental wellness activities and outreach.

Dashboard Credit

Any report in these categories turns Veterans Assistance green.

VA HOSPITAL and VETERANS HOME SUPPORT

Examples:

- ◆ Volunteering at VA facilities
- ◆ Transportation to appointments
- ◆ Meals or pantry support
- ◆ Support of State Veterans Homes
- ◆ National Home support activities

BUDDY POPPY

Conduct Buddy Poppy drives.

Important

All money collected through Buddy Poppy distributions must be deposited into the Relief Fund.

YOUTH ACTIVITIES

Qualifying Programs

- ▲ JROTC
- ▲ US Naval Sea Cadets

- ▲ Civil Air Patrol
- ▲ Student Scholarships
- ▲ Youth Program Donations

SCOUTING

Qualifying Programs

- ☒ Cub Scouts
- ☒ Scouts BSA
- ☒ Venturing
- ☒ Other recognized Scouting programs

LEGISLATIVE ADVOCACY

Qualifying Activities

- ★ Witness slips
- ★ State legislative meetings
- ★ Federal legislative meetings
- ★ National Action Alerts
- ★ Legislative Conference attendance
- ★ County Veterans Assistance Commission participation

ILLINOIS-SPECIFIC PROGRAMS

Blood Drive Program

To receive dashboard credit:

- The Post must host the blood drive.
- Enter the number of blood pints collected in the report description.

Recruiting Events

To receive dashboard credit:

- The Post must submit one recruiting event report.

Veteran Suicide Prevention

To receive dashboard credit:

- ★ Host awareness events
- ★ Partner with an approved suicide prevention or veteran mental health organization
- ★ Submit documentation of participation, including photographs, event descriptions, and impact summaries.

POST DASHBOARD REQUIREMENTS

Contest Entries

Must submit:

- ❖ Voice of Democracy entry
- ❖ Patriot's Pen entry
- ❖ Teacher of the Year, Public Servant or Life Saving Award.

DONATION REQUIREMENT

Program

Minimum Donation

⚙ Homeless Veterans

\$50

Program**Minimum Donation**

- | | | |
|---|-----------------------------|------|
| ⚙ | National Home | \$50 |
| ⚙ | MAP/Unmet Needs | \$50 |
| ⚙ | Commander's Special Project | \$50 |
| ⚙ | Service Office Support | \$75 |

BUDDY POPPY ORDERING**Must order:**

- ⚙ Five poppies per member
- OR
- ⚙ Minimum 500 poppies

ATTENDANCE REQUIREMENTS

A Post representative must attend:

1. One Commander's Call
2. District Meeting #1
3. District Meeting #2
4. District Meeting #3
5. District Meeting #4

ADMINISTRATIVE REQUIREMENTS**Must complete:**

- June Audit
- September Audit
- December Audit
- March Audit

Must be:

- ◆ Bonded
- ◆ Inspection passed

Membership must reach:

- ▲ 100% plus one member
- ▲ 80% retention of post annual membership

DISTRICT DASHBOARD REQUIREMENTS

Districts must:

- ☐ Advance Voice of Democracy to State
- ☐ Advance Patriot's Pen to State
- ☐ Submit Teacher of the Year nomination
- ☐ Submit Public Servant nomination
- ☐ Hold a School of Instruction
- ☐ Submit District Roll Calls
- ☐ Complete quarterly audits
- ☐ 80% of posts must attend a Commander's Town Hall
- ☐ 100% of posts inspection approval

- ☐ Reach 100% plus one member
- ☐ Retain 80% of annual membership
- ☐ Host or participate in two membership recruiting events.
- ☐ Optional District donations qualify for green status when donation thresholds are met.

Examples of Proper reports

The screenshot shows a web browser window with the URL `vfwil.org/dl/vfw/v2/default.asp?nid=10&cmr=ILCSR`. The page is the VFW Department of Illinois online report form. The form includes the following fields and options:

- Post:** A dropdown menu with the value "4108" selected.
- District:** A dropdown menu with the value "11" selected.
- Submitter Email:** A text field containing "vfwilgvfwil.org".
- Date of Activity:** A date picker showing "12/12/2025".
- Select a Program:** Radio button options:
 - ☐ Community Service
 - ☐ Veterans Assistance
 - ☐ Legislative Advocacy
 - ☐ Youth Activities Program
 - ☒ Illinois Specific
- Select an Activity:** Radio button options:
 - ☒ Blood Drive
 - ☐ Pints Donated
 - ☐ Hold a Recruiting Event
- Cumulative Hours:** A text field containing "15".
- Miles:** A text field containing "10".
- Members:** A text field containing "3".
- Dollars Spent/Donated:** A text field containing "623.25".
- Description:** A text area containing the text: "Post Blood drive 15 Hours @ \$34.79 - \$521.85, 10 miles @ \$0.14 per mile - \$1.40. Cost of juice and snacks for Donors \$100.00 25 Pints Donated".

VFW Dept of Illinois

VFW Dept of Illinois

vfwil.org/dl/vfw/v2/default.asp?nid=10&cm=ILCSR

VFW
DEPARTMENT OF ILLINOIS

Program Reporting

HOMEABOUTPROGRAMSRESOURCESNEWSCONTACTLOGIN

VFW Department of Illinois

Activity Reporting

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

Post*

District*

Submitter Email*

4168

11

vfwilgvfwil.org

Date of Activity*

09/12/2025

Select a Program*

☒ Community Service☐ Veterans Assistance☐ Legislative Advocacy

☐ Youth Activities Program☐ Illinois Specific

Select an Activity*

☐ Community Activities Program☐ Disaster Relief☒ Participation or Sponsorship of Community Activity☐ Safety Program Activities☐ Public Servant Recognition☐ Americanism

Cumulative Hours*Miles*Members*

45

15

3

Dollars Spent/Donated*

166.77

Description *

3 members participated in Color Guard for Homecoming Parade 6 Hours @ \$34.79 -\$156.66, 1.5 miles @ \$0.14 per mile - \$0.21

SUBMIT

**VFW Department of Illinois
Activity Reporting**

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

Post*	District*	Submitter Email*
4158	11	vfwilgvfwil.org

Date of Activity*

09/12/2025

Select a Program*

☐ Community Service
 ☐ Veterans Assistance
 ☐ Legislative Advocacy

☒ Youth Activities Program
 ☐ Illinois Specific

Select an Activity*

☐ JROTC, USNSCC, CAP, Etc.
 ☐ Student Scholarships
 ☒ Support or Donation to Youth Programs in the Community
 ☐ Scouting

Cumulative Hours*	Miles*	Members*
0	0	0

Select an Activity

☐ JROTC, USNSCC, CAP, Etc.

☐ Student Scholarships

☒ Support or Donation to Youth Programs in the Community

☐ Scouting

Cumulative Hours*	Miles*	Members*
0	0	0

Dollars Spent/Donated*

250.00

Description *

Sponsored Summer "U-T-ball" Team

SUBMIT

