INSTRUCTIONS FOR 2023-2024 PROGRAM REPORTING DASHBOARD

Starting with the 23-24 program year, there is a Post Dashboard and a District Dashboard. Both of the dashboards have been updated with additional fields to better reflect the All-State Requirements.

Program reporting on the dashboards cover the period July 1, 2023 to June 30, 2024.

Posts and Districts can report their activities using the Program Reporting Form. Districts – Use the correct “Post Number” that corresponds to your District. All of our Districts, use a Post number of 20000 or greater. For example, District 3, uses a Post number of 20003 so the final digits correspond to the District. In IL, we have Districts 3 through 19.

The Programs Reporting Form only accepts entries for the programs listed below. This is the only entries that the Post or Districts can make to the dashboard. Once a Post or District submits a Program Report, State HQ must approve the report before it actually makes an entry on the dashboard. Posts and Districts can ONLY report activity listed under Community Service, Veterans Assistance, Youth Activities, Legislative, and Illinois Specific.

All of the other entries to the Post and District dashboards, including program nominations, program donations, meeting attendance, audits, bonds, inspection, and membership is input by State HQ.

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

PROGRAMS REPORTING FORM

Community Service
  • Community Activities Program
  • Disaster Relief
  • Participation or Sponsorship of Community Activity
  • Safety Program Activities
  • Public Servant Recognition
  • Americanism
  • Flag Etiquette
  • Display US or POW/MIA Flag
  • Honor Guard

Veterans Assistance
  • Adopt a Unit
  • Claims & Benefit Assistance
  • Provide assistance to homeless veteran or veteran in need
  • Stand Down Participation
  • Sports Clips Scholarship Submission
  • VFW Mental Wellness
- Provide Assistance to veterans at VA Hospitals or State Veterans Homes
- Transport veteran to VA Hospital
- Support meals or micro pantries at VA Hospital or State Veterans Homes
- Support to National Home (Other than donation)
- Conduct Buddy Poppy Drive

Youth Activities
- JROTC, USNSCC, CAP, etc
- Student Scholarships
- Support or donation to Youth Program
- Scouting

Legislative
- State Witness Slips
- Meeting with State Rep
- National Action Alerts
- Meeting with National Rep
- Attend VFW Legislative Conference
- Meeting with Local Elected Reps
- Participate in County Veterans Assistance Commission

Illinois Specific
- Blood Drive
- Pints Donated
- Hold 2 Recruiting Events

PROGRAM REPORTING FORM
NOTES ON WHAT TURNS DASHBOARD GREEN
THIS APPLIES TO POST AND DISTRICT LEVEL DASHBOARDS

Community Service
  Community Activities Program
  Disaster Relief
  Participation or Sponsorship of Community Activity

ANY PROGRAM REPORT IN THESE 3 SUB-PROGRAMS GETS A GREEN IN
COMMUNITY SERVICE

Safety Program Activities
  Public Servant Recognition

ANY PROGRAM REPORT IN THESE 2 SUB-PROGRAMS GETS A GREEN IN
SAFETY

  Americanism
  Flag Etiquette
  Display US or POW/MIA Flag
Honor Guard

ANY PROGRAM REPORT IN THESE 4 SUB-PROGRAMS GETS A GREEN IN SAMERICANISM/HONOR GUARD/FLAG HONORS

Veterans Assistance
  Adopt a Unit
  Claims & Benefit Assistance
  Provide assistance to homeless veteran or veteran in need
  Stand Down Participation
  Sports Clips Scholarship Submission
  VFW Mental Wellness

ANY PROGRAM REPORT IN THESE 6 SUB-PROGRAMS GETS A GREEN IN VETERANS ASSISTANCE

  Provide Assistance to veterans at VA Hospitals or State Veterans Homes
  Transport veteran to VA Hospital
  Support meals or micro pantries at VA Hospital or State Veterans Homes
  Support to National Home (Other than donation)

ANY PROGRAM REPORT IN THESE 4 SUB-PROGRAMS GETS A GREEN IN SUPPORT OF VA HOSPITAL OR STATE VETERANS HOME

  Conduct Buddy Poppy Drive

ANY PROGRAM REPORT IN THIS SUB-PROGRAM GETS A GREEN IN BUDDY POPPY DRIVE

Youth Activities
  JROTC, USNSCC, CAP, etc
  Student Scholarships
  Support or donation to Youth Program

ANY PROGRAM REPORT IN THESE 3 SUB-PROGRAMS GETS A GREEN IN YOUTH ACTIVITIES

  Scouting

ANY PROGRAM REPORT IN THIS SUB-PROGRAM GETS A GREEN IN SCOUTING

Legislative
  State Witness Slips
  Meeting with State Rep
  National Action Alerts
  Meeting with National Rep
  Attend VFW Legislative Conference
  Meeting with Local Elected Reps
  Participate in County Veterans Assistance Commission

ANY PROGRAM REPORT IN THESE 7 SUB-PROGRAMS GETS A GREEN IN LEGISLATIVE ADVOCACY
Illinois Specific
Blood Drive

ANY PROGRAM REPORT IN THIS SUB-PROGRAM GETS A GREEN IN BLOOD DRIVE

Pints Donated
ANY PROGRAM REPORT IN THIS SUB-PROGRAM GETS A GREEN IN PINTS DONATED. CAN THE DASHBOARD DISPLAY A CUMULATIVE NUMBER OF PINTS DONATED? IF NOT, JUST GREEN WORKS

Hold 2 Recruiting Events
IT TAKES 2 REPORTS IN THIS SUB-PROGRAM GETS A GREEN IN RECRUITING EVENTS BLOCK

POST CHECKLIST FORM (INPUT BY STATE HQ)
NOTES ON WHAT TURNS DASHBOARD GREEN

Voice of Democracy

VOD NOMINATION is detail report with Number of Essays Received and Number of Essays submitted to District. IF number of essays submitted to District is 1 or greater, they get green on dashboard.

Or

VOD DOLLARS is $100 or greater, they get green on dashboard

Patriot’s Pen

PATRIOT’S PEN NOMINATION is detail report with Number of Essays Received and Number of Essays submitted to District. IF number of essays submitted to District is 1 or greater, they get green on dashboard.

Or

PATRIOT’S PEN DOLLARS is $100 or greater, they get green on dashboard

Teacher of the Year/Employer of the Year

IF Teacher of the Year or Employer of the Year is marked as YES, they get green on the dashboard

Homeless Veterans

If donation is $50 or greater, they get green on dashboard
National Home
If donation is $50 or greater, they get green on dashboard

Military Assistance Program (MAP)/Unmet Needs
If donation is $50 or greater, they get green on dashboard

Commander’s Special Project
If donation is $50 or greater, they get green on dashboard

Service Office Support
If donation is $50 or greater, they get green on dashboard

Purchase of Poppies
This has drop down menu for purchases n increments of 500 poppies. Post must order a minimum of 3 poppies per post member or 1,000 minimum in order to get green on dashboard

Attend Commander’s Call
This is Y/N, Yes is required to get green on dashboard

Attend District Meeting 1
This is Y/N, Yes is required to get green on dashboard

Attend District Meeting 2
This is Y/N, Yes is required to get green on dashboard

Attend District Meeting 3
This is Y/N, Yes is required to get green on dashboard

Attend District Meeting 4
This is Y/N, Yes is required to get green on dashboard

June Audit
Requires date audit is approved to be entered. If date is filled, then they get green on dashboard.
September Audit
Requires date audit is approved to be entered. If date is filled, then they get green on dashboard.

December Audit
Requires date audit is approved to be entered. If date is filled, then they get green on dashboard.

March Audit
Requires date audit is approved to be entered. If date is filled, then they get green on dashboard.

Bonded
Requires date bond was purchased to be entered. If date is filled, then they get green on dashboard. In the past, the date showed on the dashboard but it can be just a red/green square

Inspected
Requires date inspection was approved to be entered. If date is filled, then they get green on dashboard. In the past, the date showed on the dashboard but it can be just a red/green square.

Membership
Post membership must be 102% or greater in order to get green on dashboard. Hopefully this field can be cross referenced or extracted from National MEMSTATS report

DISTRICT CHECKLIST FORM (INPUT BY STATE HQ)  
NOTES ON WHAT TURNS DASHBOARD GREEN

Voice of Democracy
VOD NOMINATION is detail report with Number of Essays Received and Number of Essays submitted to State. IF number of essays submitted to State is 1 or greater, they get green on dashboard.

Or

VOD DOLLARS is $100 or greater, they get green on dashboard

Patriot’s Pen
PATRIOT’S PEN NOMINATION is detail report with Number of Essays Received and Number of Essays submitted to State. IF number of essays submitted to State is 1 or greater, they get green on dashboard.
Or

PATRIOT’S PEN DOLLARS is $100 or greater, they get green on dashboard

Teacher of the Year

IF Teacher of the Year is marked as YES, they get green on the dashboard

Employer of the Year

IF Employer of the Year is marked as YES, they get green on the dashboard

Homeless Veterans

If donation is $50 or greater, they get green on dashboard

National Home

If donation is $50 or greater, they get green on dashboard

Military Assistance Program (MAP)/Unmet Needs

If donation is $50 or greater, they get green on dashboard

Commander’s Special Project

If donation is $50 or greater, they get green on dashboard

Service Office Support

If donation is $50 or greater, they get green on dashboard

Purchase of Poppies

This has drop down menu for purchases n increments of 500 poppies. Any order of 500 or more poppies get green on dashboard

Hold 1 District School of Instruction

This is Y/N, Yes is required to get green on dashboard

Submit Roll Call of Officers and Posts District Meeting 1

This is Y/N, Yes is required to get green on dashboard
Submit Roll Call of Officers and Posts District Meeting 2
This is Y/N, Yes is required to get green on dashboard

Submit Roll Call of Officers and Posts District Meeting 3
This is Y/N, Yes is required to get green on dashboard

Submit Roll Call of Officers and Posts District Meeting 4
This is Y/N, Yes is required to get green on dashboard

June Audit
Requires date audit is approved to be entered. If date is filled, then they get green on dashboard.

September Audit
Requires date audit is approved to be entered. If date is filled, then they get green on dashboard.

December Audit
Requires date audit is approved to be entered. If date is filled, then they get green on dashboard.

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