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

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

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

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

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

Illinois Specific
- o Blood Drive
- o Pints Donated
- o 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 SCOUTNG

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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Membership

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