

Program Dashboard Instructions



INSTRUCTIONS FOR PROGRAM REPORTING DASHBOARD

There is a Post Dashboard and a District Dashboard. Both dashboards have been updated reflect the All-State Requirements. These Dashboards feed the National Programs Dashboard,

The Program year is July 1 - June 30 annually. Events should be reported 365 days a year and not weekly, monthly, or quarterly (except for Static Displays as described in Restrictions below). This will prevent us from forgetting the specific details of what events happened. This also shows each activity as a separate event as opposed to combining events into 1 entry which on records as 1 event. All events should be reported online through VFW Department (state) online reporting websites. Lastly, do not forget that Posts can – and are highly encouraged – to report their Auxiliary community service events also. However, this is not mandatory because the Auxiliary has their own community service report which will only be submitted at the Post level. Posts and Districts can report their activities using the Program Reporting Form. Districts - Use the correct "Post Number" that corresponds to your District. All 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. These are 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 credits an entry on the dashboard. Posts and Districts can ONLY report activity listed under Community Service, Veterans Assistance, Youth Activities, Legislative, and Illinois Specific.

The Commander's Leadership Manual(<https://vfwil.org/uploads/documents/2025-2026%20Commander's%20Leadership%20Manual/CommandersLeadershipManual2025-2026.pdf>) contains information on each program.

All 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.

Value of a Volunteer Hour –

Volunteers in the United States hold up the foundation of civil society. They help their neighbors, serve their communities and provide their expertise. No matter what kind of volunteer work they do, they contribute in invaluable ways. According to its Value of Volunteer Time report, Independent Sector, together with the Do-Good Institute, announced in April 2023, that the latest value of a volunteer hour is \$34.79.

Value of a Mile – You may already be familiar with the standard mileage rate for business. Every year the IRS issues standard mileage rates for business, medical and moving purposes, and charity. The rate for mileage in service or charitable organizations remains the same at \$0.14 per mile.

Total Impact – When we analyze the total impact of your community service event, you must calculate the money spent on hosting and organizing the event, you provide total hours for all participating VFW members and Auxiliary members spent executing the event (We calculate the value of each members hours by the Independent Sectors value of an hour), plus the mileage for all VFW members and Auxiliary members who participated. This equals the total impact for the event, and when added up throughout the year can provide the Post's annual community service total impact.

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

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 the VFW Department of Illinois Activity Reporting form. The page has a dark header with the VFW logo and navigation links: HOME, ABOUT, PROGRAMS, RESOURCES, NEWS, CONTACT, and LOGIN. Below the header is a 'MEMBERS ONLY' section with a 'Log Out' link. A list of links is provided: 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 heading is 'VFW Department of Illinois Activity Reporting' with the instruction 'Please use the form below to enter your activity. One report for ONE activity.' The form fields include: Post* (dropdown menu), District* (dropdown menu), Submitter Email* (text field), Date of Activity* (calendar icon), Select a Program* (radio buttons for Community Service, Youth Activities Program, Veterans Assistance, Illinois Specific, and Legislative Advocacy), Cumulative Hours* (text field), Miles* (text field), Members* (text field), Dollars Spent/Donated* (text field), and Description* (text area). The browser address bar shows 'vfwil.org/di/vfw/v2/default.asp?nid=108&cmr=ILCSR'.

Post* District* Submitter Email*

4168 vfwil@vfwil.org

Date of Activity*

mm/dd/yyyy

Select a Program*

☐ Community Service ☐ Veterans Assistance ☐ Legislative Advocacy

☐ Youth Activities Program ☐ Illinois Specific

Cumulative Hours* Miles* Members*

Dollars Spent/Donated*

Description*

PROGRAMS REPORTING FORM

Community Service – Community Service benefits the Community not your Post.

- Community Activities Program- These are programs that the Post initiates (they maybe in cooperation with other organizations).
- Disaster Relief- Any activity or donation that provides support to victims of a disaster.
- Participation or Sponsorship of Community Activity -These are programs initiated by

others the Post/District participates in. This can be volunteer hours, monetary donations, donations of hall rental etc.

- Safety Program Activities- Any activity that relates to Safety of Post, members or community.
- Public Servant Recognition- Recognition of any First Responder,
- Americanism -See the Commander's Leadership guide.
- Flag Etiquette
- Display US or POW/MIA Flag
- Honor Guard

Examples of Good Community Service: more information on Community Service entries can be found in the National Community Service Best Practices Guide (https://vfw-org-hqagarhxahbybyd9.z01.azurefd.net/-/media/VFWSite/Files/MY_VFW/Training-and-Support/Community-Service/Community-Service-Best-Practices.pdf?la=en&v=1&d=20250924T131506Z)

- Register to Vote campaigns
- Food Bank support
- Hosting job fairs
- Community Clean Up activities
- Clothing Drives
- Visiting VA Homes & nursing facilities or veterans in Long term care facilities such as Nursing homes or assisted living facilities.
- Care packages for troops, homeless etc.
- Donations to civic organizations within the community that align with our values
- Flag Retirement (Highly encouraged to incorporate an educational aspect).

Examples of Non-Qualified Community Service Events

- Post dinners (Not Christmas dinner for Veterans etc.)
- Personal efforts of a member volunteering at a church or other nonprofit organizations
- Charging, renting or loaning the Post Hall to their Auxiliary or Cootie Pup-Tent

Veterans' Assistance

- Adopt a Unit
- Claims & Benefit Assistance – While only trained and accredited service officers, shall obtain and maintain records pertaining to Veterans personal information, for the purposes of VA claims benefits, in accordance with federal HIPAA laws, Post/District Benefits advisors may assist veterans with access to resources. Posts may get credit for donation of their hall for use by accredited VSOs performing outreach.
- Provide assistance to homeless veterans or veterans 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

- 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 Event

PROGRAM REPORTING FORM

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

Community Service

- o Community Activities
- o Program Disaster Relief
- o Participation or Sponsorship of Community Activity

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

Safety

- o Safety Program Activities
- o Public Servant Recognition

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

Americanism

- o Flag Etiquette
- o Display US and/or POW/MIA flag (this item does not get credit on National Dashboard)
- o Honor Guard

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

Veterans Assistance

- o Adopt a Unit
- o Claims & Benefit Assistance
- o Provide assistance to homeless veteran or veteran in need Stand Down Participation
- o Sports Clips Scholarship
- o 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 Representative
- Attending VFW Legislative Conference Meeting with Local Elected Representative
- Participating in County Veterans Assistance Commission

ANY PROGRAM REPORT IN THESE 7 SUB-PROGRAMS GETS A GREEN IN LEGISLATIVE ADVOCACY

Illinois Specific

Blood Donor Program: The common misconception is that you must make an entry for a Blood Drive and a separate Entry for Pints Donated for that blood drive. This is not correct;. Pints donated at the Blood Drive should be stated in the Description for the Blood Drive and will be recorded when the event is approved. When a member gives blood outside of a sponsored Blood Drive the Pints donated event is used and the number of pints donated entered in the Description. Pints donated MAY also be used to indicate if members of the Post or Auxiliary donated during a Post Blood drive, but this is not required. If you make separate reports you may not count the same donations twice.

Blood Drive-To receive credit a Post must host a blood drive.

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

Pints Donated-To receive credit the Post must report blood donations by members that are not part of a Blood drive or donations by members or Auxiliary at Blood drive.

ANY PROGRAM REPORT IN THIS SUB-PROGRAM GETS A GREEN IN PINTS DONATED.

Hold Recruiting Event

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

NOTES ON WHAT TURNS DASHBOARD GREEN

Voice of Democracy

VOD NOMINATION – Post must submit an entry for VOD up to District Level for judging or make a donation to the VOD Program based on membership of Post

Patriot's Pen

PATRIOT'S PEN NOMINATION - Post must submit an entry for PP up to District Level for judging or make a donation to the PP Program based on membership of Post

Teacher of the Year/Public Safety of the Year

Post must submit a nomination for Teacher of the Year or any of the Public Safety of the Year Awards. This includes Firefighter, Law Enforcement, EMT, Dispatcher, or EOD Technician

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

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

A Post representative MUST attend 1 of the 5 scheduled Commander's Calls

Attend District Meeting 1

A Post representative MUST attend District Meeting

Attend District Meeting 2

A Post representative MUST attend District Meeting

Attend District Meeting 3

A Post representative MUST attend District Meeting

Attend District Meeting 4

A Post representative MUST attend District Meeting

June Audit

Audit must be submitted to State HQ and approved

September Audit

Audit must be submitted to State HQ and approved

December Audit

Audit must be submitted to State HQ and approved

March Audit

Audit must be submitted to State HQ and approved

Bonded

Post MUST purchase bond through State HQ or provide proof of bonding from outside source

Inspected

District must inspect Post and Post inspection approved by State Inspector

Membership

Post membership must be 101% or greater in order to get green on dashboard.

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

Voice of Democracy - District must submit an entry for VOD up to State Level for judging

Patriot's Pen - District must submit an entry for PP up to State Level for judging

Teacher of the Year - District must submit an entry for Teacher of the Year up to State Level for judging

Public Safety of the Year - District must submit an entry for Public Safety of the Year up to State Level for judging

Homeless Veterans (OPTIONAL FOR DISTRICT)

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

National Home (OPTIONAL FOR DISTRICT)

If donation is \$50 or greater, they get green on dashboard (If donations are made directly to the National Home proof must be submitted to HQs for credit. Generally, donations made on site at Illinois Day will be credited when HQs receives the list of donations from the National Home)

Military Assistance Program (MAP)/Unmet Needs (OPTIONAL FOR DISTRICT)

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

Commander's Special Project (OPTIONAL FOR DISTRICT)

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

Service Office Support (OPTIONAL FOR DISTRICT)

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

Purchase of Poppies (OPTIONAL FOR DISTRICT)

Any order of 500 or more poppies gets green on dashboard

Hold 1 District School of Instruction – District must hold a School of Instruction and send a report to State HQ

Submit Roll Call of Officers and Posts District Meeting 1

District Adjutant must submit Roll Call of District meeting to State HQ

Submit Roll Call of Officers and Posts District Meeting 2

District Adjutant must submit Roll Call of District meeting to State HQ

Submit Roll Call of Officers and Posts District Meeting 3

District Adjutant must submit Roll Call of District meeting to State HQ

Submit Roll Call of Officers and Posts District Meeting 4

District Adjutant must submit Roll Call of District meeting to State HQ

June Audit

Audit must be submitted to State HQ and approved

September Audit

Audit must be submitted to State HQ and approved

December Audit

Audit must be submitted to State HQ and approved

March Audit

Audit must be submitted to State HQ and approved

Bonded

District MUST purchase bond through State HQ or provide proof of bonding from outside source

Inspected

District must have been inspected and inspection approved by State Inspector

Membership

Post membership must be 101% or greater in order to get green on dashboard.

Restrictions on Entries

Entries are for volunteer hours; therefore, no credit can be given for activities performed in conjunction with paid employment.

All static displays visible to the public such as: Flags at the Post home, POW tables etc., are limited to 1 hour per day per item. Items displayed only at meetings are limited to the length of the meeting. It is recommended that static display entries be made monthly at the end of each month.

No credit is given for activities that haven't happened yet.

Examples of Proper reports

VFW Dept of Illinois x VFW Dept of Illinois x VFW IL - Veterans of Foreign W x +

← → vfwil.org/manage/default.asp?sf=&sw=&of=&od=&action=rc-arecord&id=1371758 ☆ 📄 🔍 🌐

VFW - Control Panel



 **Member Access**

User ID: 33993
Erin Morrissey

Site Management

- ↳ Log Out
- ↳ Sponsor Program
- ↳ Hosting Bill
- ↳ My Account
- ↳ Site Information
- ↳ Pages
- ↳ Admin Users

Quick Links

- ↳ Announcements
- ↳ Calendar
- ↳ Commanders Corner
- ↳ Districts
- ↳ Documents
- ↳ Donations
- ↳ Gallery
- ↳ Members Roster
- ↳ News
- ↳ PostRoster
- ↳ Promotions
- ↳ SEQ
- ↳ SiteSponsors
- ↳ Slider

Program Reporting - Edit Record [Home](#) [Print Preview](#)

Year
2025
Please select the year.

Month
October
Please select the month.

Post
8821
Please enter your Post.

District
3
Please enter your District.

Submitter Email
jonathancoopervfwil@gmail.com
Please enter your Email Address.

Date of Activity
10/16/2025 

VFW Dept of Illinois x VFW Dept of Illinois x VFW IL - Veterans of Foreign W x +

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[JULIUS ROSS](#)

Email Engine

- ↳ Email List
- ↳ Newsletter
- ↳ Distribution Lists

Report Creator

- ↳ Reports

Reports

- ↳ View Reports

Add Report Data

- ↳ My Reports
- ↳ Audit Sheet
- ↳ District Checklist
- ↳ Post Checklist
- ↳ Program Reporting
- ↳ X-Sheet

Scouting

Hours
3
Hours spent on activity

Miles
38
Miles driven

Members
3
Enter how many members participated in the activity

Dollars Spent/Donated
80
Dollars spent

Number of Pints of Blood Donated
0

Description

B I U A 

Cub Scout Pack 1221 held its monthly meeting, hosted by PFC Ted Stempjen of Post 8821. The post provided the use of its space and covered the cost of pizza and soft drinks for the meeting.

<BODY>

A black and white silhouette of a man in a military uniform, wearing a peaked cap and saluting with his right hand. The image is positioned on the left side of the page, partially overlapping the text.

User ID: 33993
Erin Morrissey

Site Management

» Log Out

» Sponsor Program

» Hosting Bill

» My Account

» Site Information

» Pages

» Admin Users

Quick Links

» Announcements

» Calendar

» Commanders Corner

» Districts

» Documents

» Donations

» Gallery

» Members Roster

» News

» PostRoster

» Promotions

» SEO

» SiteSponsors

» Slider

» SocialMedia

» Testimonials

Resources

» FAQs

» Image Editor

» Tutorials

Email Engine

» Email List

Program Reporting - Edit Record

Print Preview

Home

Year
2025
Please select the year.

Month
September
Please select the month.

Post
4168
Please enter your Post.

District
11
Please enter your District.

Submitter Email
oldcoach58@hotmail.com
Please enter your Email Address.

Date of Activity
7/31/2025

Program
Community Service
Please choose which program that best fits this activity

Activity
Display of US/MIA Flag

Hours



Email Engine

» Email List

» Newsletter

» Distribution Lists

Report Creator

» Reports

Reports

» View Reports

Add Report Data

» My Reports

» Audit Sheet

» District Checklist

» Post Checklist

» Program Reporting

» X-Sheet

Display of US/MIA Flag

Hours
62
Hours spent on activity

Miles
0
Miles driven

Members
71
Enter how many members participated in the activity

Dollars Spent/Donated
0
Dollars spent

Number of Pints of Blood Donated

Description
Fly American and POW/MIA flags 24/7 for the month of July

<BODY>

User ID: 33993
Erin Morrissey

Site Management

» Log Out

» Sponsor Program

» Hosting Bill

» My Account

» Site Information

» Pages

» Admin Users

Quick Links

» Announcements

» Calendar

» Commanders Corner

» Districts

» Documents

» Donations

» Gallery

» Members Roster

» News

» PostRoster

» Promotions

» SEO

» SiteSponsors

» Slider

» SocialMedia

» Testimonials

Resources

» FAQs

» Image Editor

» Tutorials

Email Engine

» Email List

Program Reporting - Edit Record

Print Preview

Home

Year
2025
Please select the year.

Month
November
Please select the month.

Post
2868
Please enter your Post.

District
4
Please enter your District.

Submitter Email
pimcguire@hotmail.com
Please enter your Email Address.

Date of Activity
9/14/2025

Program
Community Service
Please choose which program that best fits this activity

Activity
Community Activities Program

Hours



Report Creator

» Reports

Reports

» View Reports

Add Report Data

» My Reports

» Audit Sheet

» District Checklist

» Post Checklist

» Program Reporting

» X-Sheet

Miles
3
Miles driven

Members
20
Enter how many members participated in the activity

Dollars Spent/Donated
500
Dollars spent

Number of Pints of Blood Donated
0

Description
Annual Post Picnic for the Communities of Brookfield and environs.

Approved
☒ True ☐ False
Check True if the Report is Approved