

We want to say thank you to everyone for being patient while we worked on getting the Programs Reporting (Old X-Sheet) updated and verifying that the reports were posting correctly.

Here are some instructions because you will see noticeable differences.

First, you will need to have the Commander's Leadership Manual available for reference while you work on inputting program reports.

You will need to sign into the Members Only Section of the www.vfwil.org website

If you used the Post number as your log in, it will no longer work. All the user IDs associated with Post numbers have been removed. You MUST sign in as a member using you Member ID# and Last name. If you have any problems signing in, please contact Erin at State HQ.

If you look at the dashboard, you will notice it is organized according to the 5 pillars of VFW Programs. The Commander's Leadership Manual is also organized according to the 5 pillars.

Anyone with membership number can input reports now. BUT, we ask that you coordinate with your members so several members don't do reports for the same activity.

You will click on Program Reporting to input reports. You will notice that your Post Number, District Number, and email will already be filled in according to what is on your membership record.

You will enter the date of the activity

Then, Click on which of the 5 pillars that matches up to the activity completed. Once you click on one of the 5 pillars, you will get a menu of activities assigned to that pillar.

Community Service includes

- Americanism
- Community Activities Program
- Disaster Relief
- Flag Etiquette
- Honor Guard
- Public Servant Recognition (LE, FF, EMT)
- Safety Program Activities
- Teacher of the Year
- Other

Veterans Assistance includes

- ⌋ Adopt-a-Unit
- ⌋ Buddy Poppy Drive
- ⌋ Claims & Benefits assistance
- ⌋ Homeless Vets Support
- ⌋ Hospital
- ⌋ National Home Support
- ⌋ Sport Clips Scholarship Submission
- ⌋ Stand Down Participation
- ⌋ Unmet Needs/Relief
- ⌋ Veterans & Military Support (MAP)
- ⌋ VFW Mental Wellness
- ⌋ Other

Legislative includes

- ⌋ State
- ⌋ National
- ⌋ Other

Youth Activities includes

- ⌋ JROTC, USNSCC, CAP, Etc.
- ⌋ Patriot's Pen
- ⌋ Scouting
- ⌋ Student Scholarships
- ⌋ Voice of Democracy
- ⌋ Other

Finally, Illinois Specific includes

- ⌋ Blood Drive
- ⌋ Units Donated
- ⌋ Commander's Special Project
- ⌋ Poppy Order

- POW/MIA
- Service Office Support

Once you click on the correct pillar and the correct sub category, you will enter the cumulative hours you spent on the activity, the number of miles, how many members took part, and any monies expended or donated.

Finally, you will give a description of the activity and provide details on what you did.

When report is complete, press submit. A window will open indicating the report was successfully submitted. Within a few minutes, you will also receive an email—at the email address which appears in the Program Reporting input portal—with the details of the report that you just successfully submitted. You should keep these emails as a record of the report you submitted.

Do not submit reports for the 5 required Program donations; just like in the past. State HQ will submit reports for any Program Donations that you submit to State HQ. This includes Homeless Veterans, National Home, MAP, Commander's Special Project, Service Office Support.

Also just like in the past, State HQ will submit reports on Teacher of the Year, Voice of Democracy, Patriot's Pen, Public Service Recognition, Buddy Poppy Purchases based on District Reports on those programs, nominations received, or poppies ordered, so you do not enter reports for these. If you are making donation for Voice of Democracy or Patriot's Pen in lieu of nomination, State HQ will enter report based on monies received.

Blood Donations are a little different. There are two reports. Both reports are under Illinois Specific. The first report is blood drive. This is where you will report the number of hours, miles, and members that participated in blood drive. You will only enter dollars if you purchased something for the blood drive, like snacks or drinks. You will not enter the actual blood donation on this report. The second report is Units Donated. In this report, you will only enter the number of pints donated in the dollars spent/donated box. You will enter the number of units, not the value of the units. You donated 6 pints at the blood drive, then enter 6 in this block. Thus if members participated in a blood drive and donated blood to it, then two reports must be submitted.

If you enter a report and you use the wrong pillar or sub category, the report will be changed before it is approved at State HQ.

If you enter a report for something that is to be entered at State HQ, it will not be approved by State HQ. We will generate report once we process payments or reports for those programs.