

DEPARTMENT REPORTING GUIDELINES

Reporting starts May 1, 2008 and ends April 30, 2009. Programs, as in the past, have been changed slightly for the 2008-2009 VFW year. As in the past we will continue to request that Posts report as often as possible. We will also continue to ask that all reporting activities be done on-line or sent directly to the appropriate chairman. **(Do not send or fax Form-12's to Department Headquarters)**

The Department of California has attempted to make these Forms as simple as possible and still get the required information needed by National. All activities carried on by VFW Posts and Auxiliaries should be reported on the current Department of California, Program Reporting (Form-12). **Please make sure to use a current FORM 12 as it has been revised to accommodate our new reporting system.** Hours and dollars are the two categories that you report in. Please note that we no longer keep track of miles driven or the number of members involved. If there are no hours or dollars filled out on your (Form-12), you will not receive activity credit. If you wish to be considered for an award at the end of the program year, please make sure that you attach supporting documentation and/or pictures with your completed (Form-12) and send to the appropriate chairman.

The Program Reporting and Award Recognition Form (Form-12) can also be submitted online via our Department website www.vfwca.org and will be used to update the Program Summary Reports which are available on our web site. Note: Each Post should maintain a photocopy for their records of any (Form-12's) submitted. Reports should be done as projects are completed and entered on the website or forwarded to the Department Program Chairman for credit in the reporting system. Form 12's will be sent to the Department Program Chairmen if they do not have access to the internet, so that the Posts within their jurisdiction can be updated on their progress.

REPORTING OVERVIEW:

This new reporting system will be beneficial to each Post regardless of its size or membership because the requirements have been changed, whatever project your Post or Auxiliary undertakes, will be counted and accepted. The Department of California has revised the (Form-12) for reporting purposes. A (Form-12) is for reporting the statistical information (hours and dollars spent) for the Post and for recognition of projects towards competing for State Awards. **It is important that Posts and Auxiliaries form a working relationship for these combined projects and do not submit "double reporting."**

The new reporting system will allow those Posts that are involved with certain programs to continue to support those programs and put more energy into that program. We would like for all Posts to be involved in all the programs and report in all the major programs, but not take away from the Posts' pet program be it in Scouting, Little League, POW/MIA, Hospital, Color Guards, 55-Alive or whatever.

The Signature block can be signed by any Member who is an Officer of the Post or Auxiliary. Please print your name below or off to the side of the Signature Block.