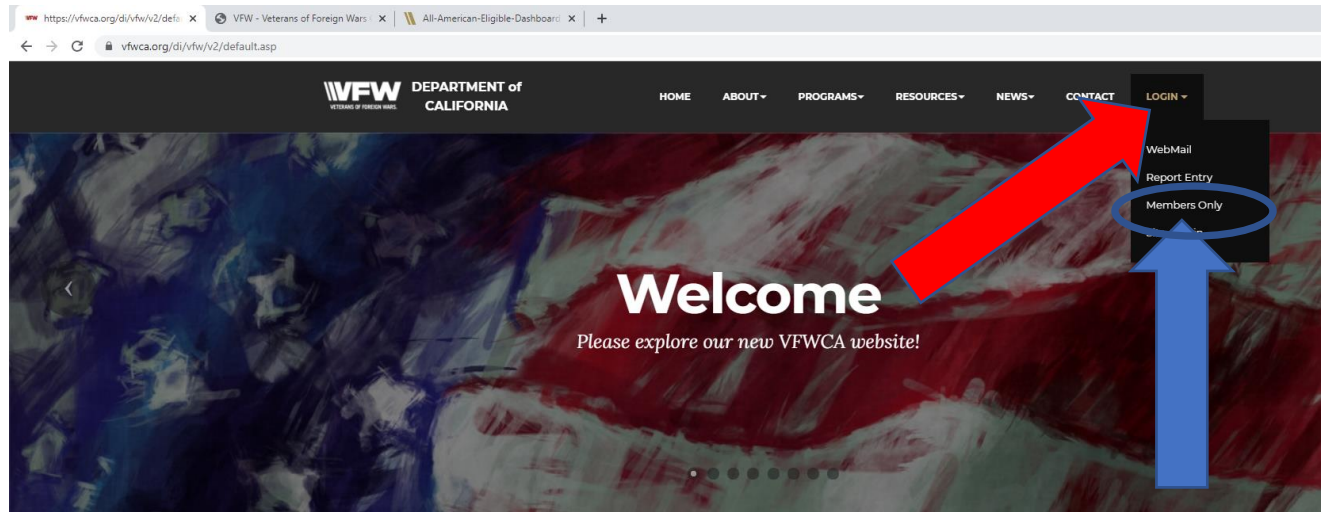




REPORTING SYSTEM TRAINING GUIDE

Member Access:

Navigate to the VFW Department of California website at www.vfwca.org and click on the LOGIN (red arrow) option on the top menu bar. Then click on the Members Only link (blue arrow).



WELCOME TO VFW, DEPARTMENT OF CALIFORNIA

Teamwork ~ Leadership ~ Commitment



As yesterday's defenders of freedom, we want to welcome today's military service members into our ranks to become part of our elite group. Our common bond is the battlefield, whether it is service in the Persian Gulf, Korea, Kosovo, the war on terrorism or peace-keeping expeditionary campaigns. Your courage and sacrifice have made a difference in preserving and defending world peace.

Don't Forget to like us on Facebook @vfwca
and follow us on Twitter @CA_VFW

<https://vfwca.org/manage>

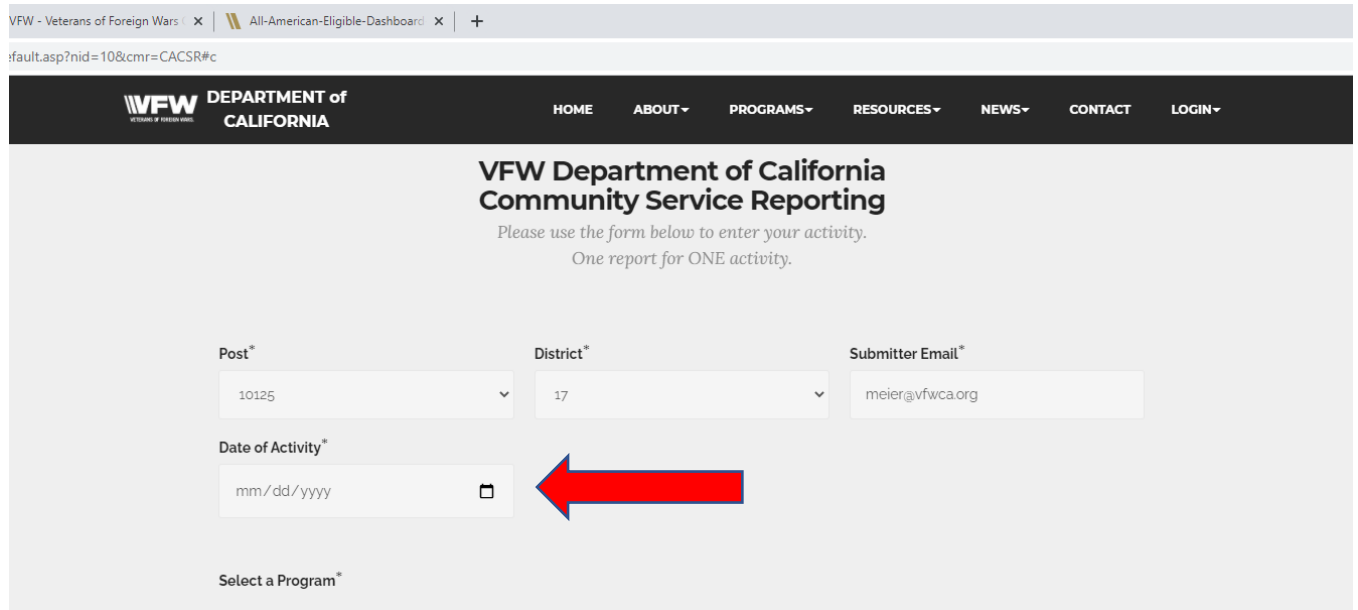
After clicking on the Members Only link, you will enter your VFW Membership ID number (red arrow) and enter your password (blue arrow). Your password is your last name with the first letter capitalized; i.e., Smith. Then click the “LOGIN” button.

The screenshot shows the VFW Department of California website. The top navigation bar includes links for HOME, ABOUT, PROGRAMS, RESOURCES, NEWS, CONTACT, and LOGIN. The main heading is "MEMBERS ONLY". Below this, there are two input fields: "Member ID #" and "Password:". A red arrow points to the "Member ID #" field, and a blue arrow points to the "Password:" field. A "Login" button is located below the password field. A "Log Out" link is visible in the top right corner. The footer contains the VFW logo, address (9130 Elk Grove Blvd Ste 100, Elk Grove, 95624-2075), contact information (Phone: 916-509-8732, Fax: 916-509-8720), hours of operation, and a copyright notice for 2020.

You will then select “Program Reporting”.

The screenshot shows the VFW Department of California website after logging in. The top navigation bar is the same. The main heading is "MEMBERS ONLY". Below this, there is a list of links: Department Information, Department Rosters, Status Reports, General Orders, Post Information, and Program Reporting. A red arrow points to the "Program Reporting" link. The footer is the same as the previous screenshot.

The VFW Department of California Community Service Reporting form will pop up. Your Post, District, and email will automatically populate based on your membership information. You will need to enter the Date of Activity. You can also use the calendar button.



VFW - Veterans of Foreign Wars | All-American-Eligible-Dashboard | +

fault.asp?nid=10&cmr=CACSR#c


VFW DEPARTMENT of CALIFORNIA

HOME ABOUT PROGRAMS RESOURCES NEWS CONTACT LOGIN

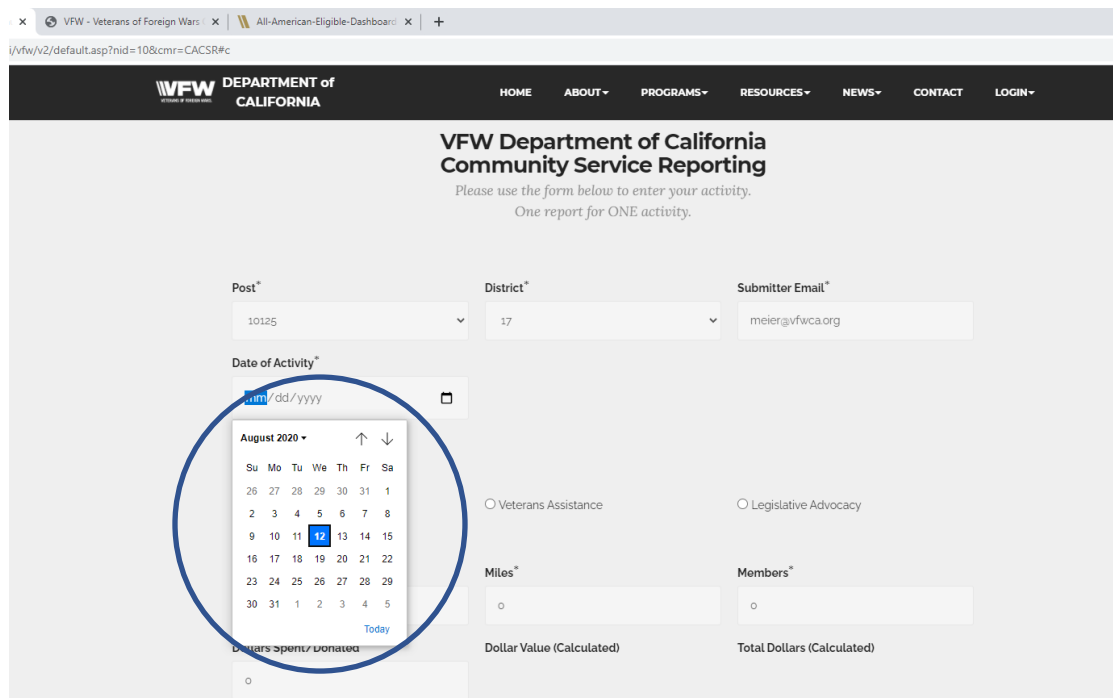
VFW Department of California Community Service Reporting

Please use the form below to enter your activity.
One report for ONE activity.

Post* 10125 District* 17 Submitter Email* meier@vfwca.org

Date of Activity* mm/dd/yyyy 

Select a Program*



VFW - Veterans of Foreign Wars | All-American-Eligible-Dashboard | +

/vfw/v2/default.asp?nid=10&cmr=CACSR#c


VFW DEPARTMENT of CALIFORNIA

HOME ABOUT PROGRAMS RESOURCES NEWS CONTACT LOGIN

VFW Department of California Community Service Reporting

Please use the form below to enter your activity.
One report for ONE activity.

Post* 10125 District* 17 Submitter Email* meier@vfwca.org

Date of Activity* 

August 2020

Su	Mo	Tu	We	Th	Fr	Sa
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

Today

☐ Veterans Assistance ☐ Legislative Advocacy

Miles* Members*

Dollar Value (Calculated) Total Dollars (Calculated)

Next you will select the appropriate program for your report: Community Service, Veterans Assistance, Legislative Advocacy, or Youth Development. Your selection will drop down into activity categories.

Community Service options:

The screenshot shows the WFW Department of California report form. The header includes the WFW logo and navigation links: HOME, ABOUT, PROGRAMS, RESOURCES, NEWS, CONTACT, and LOGIN. The form is titled "Date of Activity" and has a date input field with a calendar icon. Below this, the "Select a Program*" section has four radio button options: Community Service (selected), Youth Development, Veterans Assistance, and Legislative Advocacy. The "Select an Activity*" section has nine radio button options arranged in three columns: Citizenship/Americanism, POW/MIA, Membership Drive at a Community Event, Disaster Relief, Other, Honor Guard, VA Volunteer Services (hospital/clinic), Public Servant Recognition (LE/FF/EMT), Stand Down Participation, Flag Etiquette, Buddy Poppy Drive, Teacher of the Year, and Safety Recognition.

WFW DEPARTMENT of CALIFORNIA

HOME ABOUT PROGRAMS RESOURCES NEWS CONTACT LOGIN

Date of Activity

mm/dd/yyyy

Select a Program*

☒ Community Service ☐ Veterans Assistance ☐ Legislative Advocacy

☐ Youth Development

Select an Activity*

☐ Citizenship/Americanism ☐ Honor Guard ☐ Flag Etiquette

☐ POW/MIA ☐ VA Volunteer Services (hospital/clinic) ☐ Buddy Poppy Drive

☐ Membership Drive at a Community Event ☐ Public Servant Recognition (LE/FF/EMT) ☐ Teacher of the Year

☐ Disaster Relief ☐ Stand Down Participation ☐ Safety Recognition

☐ Other

Veterans Assistance Options:

The screenshot shows the WFW Department of California report form. The header includes the WFW logo and navigation links: HOME, ABOUT, PROGRAMS, RESOURCES, NEWS, CONTACT, and LOGIN. The form is titled "Date of Activity" and has a date input field with a calendar icon. Below this, the "Select a Program*" section has three radio button options: Community Service, Veterans Assistance (selected), and Legislative Advocacy. The "Select an Activity*" section has seven radio button options arranged in three columns: Adopt-a-Unit/MAP activities, VFW Mental Wellness, Claims & Benefits assistance, National Home, Sport Clips Help a Hero Scholarship submission, Other, Unmet Needs/Relief, and Military & Veterans Support (Women Veterans, Homeless, Iraq/Afghanistan).

WFW DEPARTMENT of CALIFORNIA

HOME ABOUT PROGRAMS RESOURCES NEWS CONTACT LOGIN

Date of Activity*

mm/dd/yyyy

Select a Program*

☐ Community Service ☒ Veterans Assistance ☐ Legislative Advocacy

☐ Youth Development

Select an Activity*

☐ Adopt-a-Unit/MAP activities ☐ National Home ☐ Unmet Needs/Relief

☐ VFW Mental Wellness ☐ Sport Clips Help a Hero Scholarship submission ☐ Military & Veterans Support (Women Veterans, Homeless, Iraq/Afghanistan)

☐ Claims & Benefits assistance ☐ Other

Youth Development options:

The screenshot shows the top navigation bar of the WFW Department of California website. Below the navigation bar, the form has the following sections:

- Date of Activity***: A date picker with the placeholder text "mm/dd/yyyy".
- Select a Program***: Three radio button options: "Community Service", "Youth Development" (which is selected), and "Veterans Assistance".
- Select an Activity***: Six radio button options arranged in two rows: "Voice of Democracy", "Patriot's Pen", "Scouting", "JROTC", "Student Scholarships", and "Other".

Legislative Advocacy does not have Activity categories associated with it.

Next you will enter the number of hours for the activity (red arrow), the number of miles driven for the activity (blue arrow), the number of members who participated in the activity (green arrow) and any money spent on the activity (yellow arrow).

This screenshot shows the same form as above, but with additional input fields and colored arrows indicating where to enter data:

- Hours***: A text input field containing the number "10". A red arrow points to this field.
- Miles***: A text input field containing the number "100". A blue arrow points to this field.
- Members***: A text input field containing the number "5". A green arrow points to this field.
- Dollars Spent/Donated***: A text input field containing "100.00". A yellow arrow points to this field.
- Dollar Value (Calculated)**: A label above the value "\$1248.50".
- Total Dollars (Calculated)**: A label above the value "\$1348.50".
- Description ***: A text input field at the bottom of the form.

The program automatically calculates the dollar value based on IRS approved rates for volunteer hours and mileage.

Lastly, you will enter a description of the activity. This is required or your report will be deleted. The click the SUBMIT button.

The screenshot shows the VFW Department of California report submission form. At the top is a dark navigation bar with the VFW logo and the text "DEPARTMENT of CALIFORNIA". To the right of the logo are links: HOME, ABOUT, PROGRAMS, RESOURCES, NEWS, CONTACT, and LOGIN. Below the navigation bar, there are three radio buttons for selecting a report type: "Voice of Democracy", "Student Scholarships", and "Other". The "Student Scholarships" option is selected. Below these are three input fields: "Hours*" with the value "10", "Miles*" with the value "100", and "Members*" with the value "5". Below these are three calculated fields: "Dollars Spent/Donated*" with the value "100.00", "Dollar Value (Calculated)" with the value "\$1248.50", and "Total Dollars (Calculated)" with the value "\$1348.50". Below these fields is a "Description*" text area containing the text: "Five members accompanied the Hometown JROTC on a field trip to Gettysburg Battlefield and paid for refreshments." A large red arrow points upwards from the "SUBMIT" button to the description text area. The "SUBMIT" button is a gold-colored button with the word "SUBMIT" in black text, and it is circled in red.

WFW DEPARTMENT of CALIFORNIA

HOME ABOUT PROGRAMS RESOURCES NEWS CONTACT LOGIN

☐ Voice of Democracy ☒ Student Scholarships ☐ Other

Hours* 10 Miles* 100 Members* 5

Dollars Spent/Donated* 100.00 Dollar Value (Calculated) \$1248.50 Total Dollars (Calculated) \$1348.50

Description *

Five members accompanied the Hometown JROTC on a field trip to Gettysburg Battlefield and paid for refreshments.

SUBMIT

You will receive a confirmation email from the system with the information you submitted.

If you have any questions, contact the Department at info@vfwca.org.