

# **VFW Department of Washington**

## **Community Service Report**

### **FAQ'S**

The Department of Washington is providing you with some frequently asked questions about the new Community Service Report. Use these questions as a guide to assist you with completing the report.

#### **Q1: I volunteer at another organization. Can I report this on the CSR?**

A1: In order for volunteer activities to be reported you must ensure that you/ your Post was asked to participate, that you are “easily identifiable” as a member of the Veterans of Foreign Wars, and that you are not there as an individual member of the public. An example would be if you participate in a parade with the Patriot Guard Riders and are a member of PGR. This would not count as you are there as a member of PGR and not the VFW.

#### **Q2: My Post/ Members have a recycling container as part of our regular trash service can we report this under “Recycling Programs”?**

A2: No, this is part of being a good citizen and therefor doesn't count towards Community Service. However, if your Post does a recycling event (“program”) such as electronic recycling, community paper shredding day etc you may report these hours.

#### **Q3: The new report doesn't include a place to report volunteer hours with \_\_\_\_\_ (insert specific community organization here), how do I report these hours?**

A3: If you volunteer with an organization not found on the sheet, and meet the criteria per A1, you will report these hours under section B “Cooperation with Other Organizations” by putting the hours and money spent in to B4. You will then complete page three to add additional details to include the name of the organization you assisted/ cooperated with. It is not possible to list the hundreds of community organizations without creating a massive document.

#### **Q4: Why do we only report miles at the bottom of the page and not for each activity?**

A4: You will report the miles only once, at the bottom of page 2, because the total miles for the month is the only thing that matters. When “rolled up” to National the only thing that is sent by Department is “Hours”, “Money Spent” and “Miles” which are reported in total, not by program.

#### **Q5: I participated in Voice of Democracy programs can I report this under School Programs, Americanism Projects, and Youth Activities since it applies to all areas?**

A5: No, you are not able to “double dip” on hours so you would only list these under one program area. In the case of VOD you would report this under the Youth Activities program.

#### **Q6: Where do I report that I gave blood, visited a veteran in the hospital or other types of activity?**

A6: These activities do not go on the CSR as they should be reported on the Hospital Report. Again, you are not able to “double dip” for hours. This includes any hospital visits done with the Military Order of the Cootie.

#### **Q7: We completed a stand-down event how does this get reported?**

A7: You will complete the appropriate stand-down report form, available from Department upon request, and also add those hours and money spent on to your CSR for the month in which the stand-down was conducted.

**Q8: I fly a lit flag at my house (Post, Building etc) can I report these hours on my CSR?**

A8: No, it has been determined by the IRS, and passed through National, that the flying of the American Flag is not a service to or for the betterment of your community.

**Q9: My Post provides meals once per week (per month, per year etc) to the community, can these hours be reported on the CSR?**

A9: Yes, these hours can and should be included if the following conditions are met. The meals must be free and provided to members of the community and not just the Post or other community organization. You will report ONLY the hours worked for actual shopping, preparation and serving the meals along with the actual cost to serve these meals. These hours are the most scrutinized by the Department and the IRS.

**Q10: My Post participates with the Scouts by providing scout leaders, meeting space and storage space how should I report this on the CSR?**

A10: When providing leaders for scouting, this is volunteering with another organization as a member of that organization therefore you would not report this on your CSR (you would report it on your Scouting Report!!). For providing meeting space you would either report the total hours for the month that the space was used by the Scouts (or any outside organization that you are not charging for the space); you may not report the value of the hall rental as this is not "money spent". If you are allowing a Scout group, or other community group, to store items within your Post you would report the number of hours that the storage is actively used; you do not report that it is in use 24 hours per day 7 days per week.

**Q11: If I have additional questions or need assistance who do I reach out to for support?**

A11: If you have additional questions, or need assistance, you would reach out to the Community Service Chairman whose information can be found on the Department website or you can reach out directly to HQ, in Fife, and speak to any other State Officer.