



**VETERANS OF FOREIGN WARS®**

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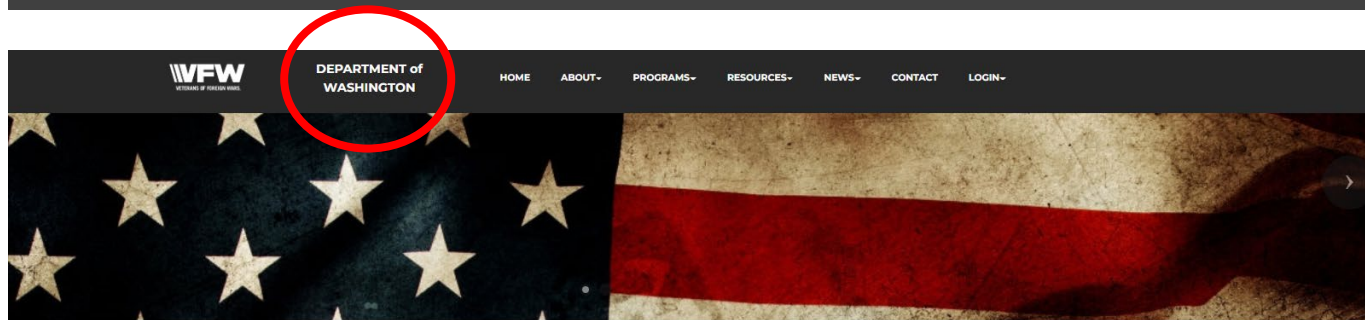
# Electronic Community Service Submission

Department of Washington Veterans of Foreign Wars

By: Jason Paxton

Assistant Adjutant

# How to login-



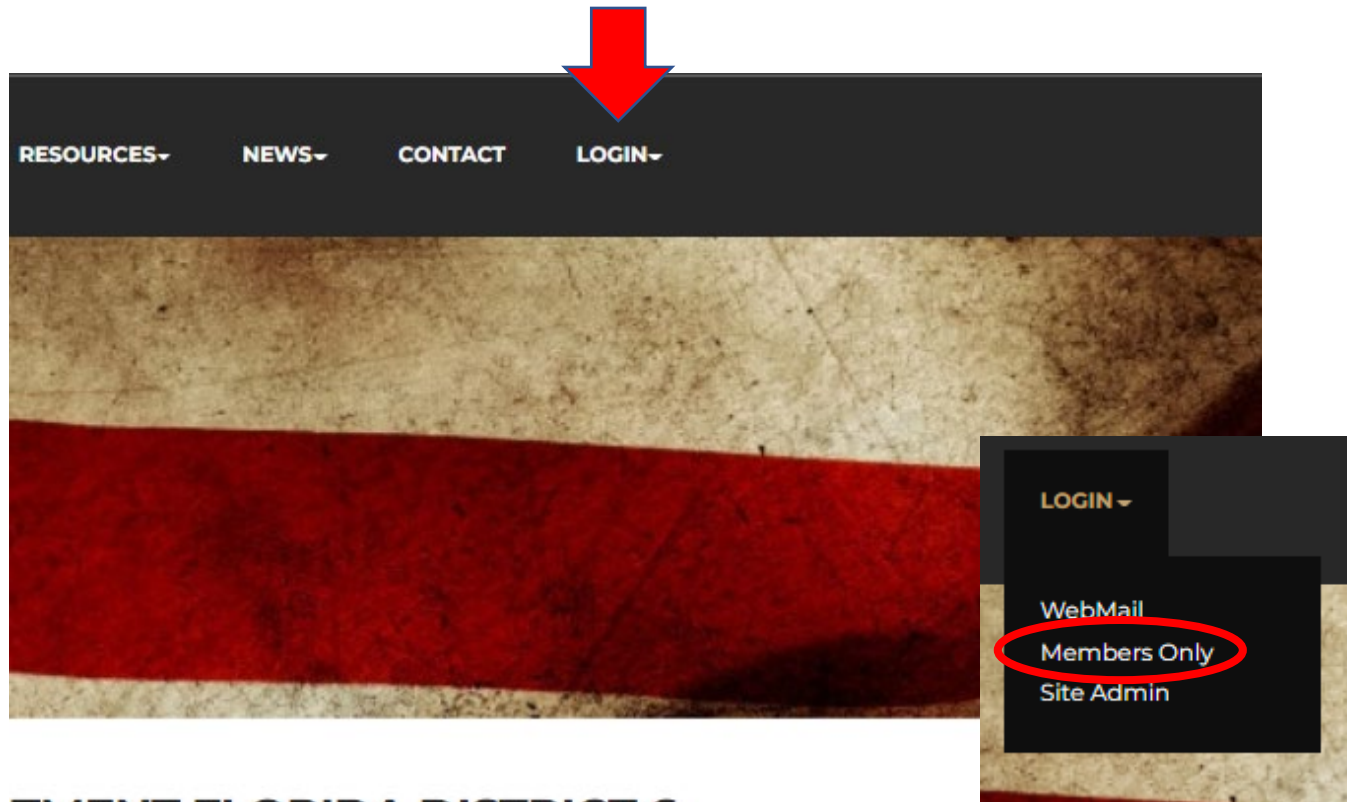
WELCOME TO VETERANS OF FOREIGN WARS DEPARTMENT  
No One Does More For Veterans

This is what the HOME  
PAGE looks like.



- Visit the website at [www.vfwwa.org](http://www.vfwwa.org)

# Login



MENT FLORIDA DISTRICT 6

- On the tab located on the upper far right you will see Login. Select it and then select Member Only.

# Member ID & Password

- Use your VFW member ID
- Password will be your LAST NAME all LOWER CASE.
- If this does not work or you are unable to login, then contact the Assistant Adjutant at the Department of Washington.
- Email: [asstadj@vfwwa.net](mailto:asstadj@vfwwa.net)
- Phone: 253-922-2114 EXT 1

The screenshot shows the VFW Department of Washington website. The header includes the VFW logo, the text "DEPARTMENT of WASHINGTON", and navigation links: HOME, ABOUT~, PROGRAMS~, RESOURCES~, NEWS~, CONTACT, and LOGIN~. Below the header is a "MEMBERS ONLY" section with a circular icon of a person in a hard hat. To the right of this icon is a "Log Out" link. The login form is circled in red and contains the following fields:

- Member ID #:
- Password:
- LOGIN button

The footer contains the VFW logo, contact information, a menu, and links.

Address	Menu	Links
<b>VFW</b> VETERANS OF FOREIGN WARS. 5213 Pacific Highway East Fife, WA 98424	Home About Programs Resources News Contact Members Only	Site Admin Webmail Follow on Facebook VFW National VFW Store National Auxiliary Site
Contact Us via Email Phone: 253-922-2114 Fax: 253-922-2208		
M: 8AM - 4PM T: 8AM - 4PM W: 8AM - 4PM Th: 8AM - 4PM F: 8AM - 4PM Sat: Closed Sun: Closed		

# Dashboard or Program Reporting

- You will have 2 options once logged in.
- Dashboard- To view what has been submitted.
- Program Reporting- To input new submissions.

You are also able to update your profile information or Logout with these selections

The screenshot displays the website interface for the WFW Department of Washington. At the top, a dark navigation bar contains the WFW logo, the text 'DEPARTMENT of WASHINGTON', and a menu with links: HOME, ABOUT, PROGRAMS, RESOURCES, NEWS, CONTACT, and LOGIN. Below this, a white bar features a circular icon of a person and the text 'MEMBERS ONLY'. To the right of this bar, the text 'Log Out' and 'Change Profile' is visible, with a red arrow pointing to it from the text above. A central grey bar contains two options: 'Dashboard' and 'Program Reporting', with 'Program Reporting' circled in red. The bottom of the page features a dark footer with the WFW logo, contact information (5213 Pacific Highway East, Fife, WA 98424), a menu (Home, About), and links (Site Admin, Webmail).

# Dashboard

- Here you can view various statistics. This includes Membership, Trustee Reports, District Meeting attendance, and Programs.

District

Fiscal Year:

SUBMIT

You can filter information by District or by typing the post number here.

Veteran of Foreign Wars of the United States  
Department of Washington

Department/District/Post Administrative Operations Status

Best viewed in Chrome, Microsoft Edge, or Firefox.

Location	Membership				Post Requirements															
	Current	Goal	Percent	Division	Trustee Reports				Quarter Master Bond (Due 9/30/2022)	Post Election Report (Due 7/1/2023)	School of Instruction	District Meetings	Delegate Dues	No Arrearages	Membership 100% +1	Program Participation Points	Reporting			
					Audit #1 (Due 7/30)	Audit #2 (Due 10/30)	Audit #3 (Due 1/30)	Audit #4 (Due 4/30)									Community Service	Legislative Advocacy	Youth Development	Veterans Assistance
District 1	1,091	1,251	87.21%	5								N/N/N/N				0	0	0	0	0


# Program Reporting

- This is where your post and district activities will be logged.
  - Validate that your information is correct.
  - Post, District, Email.
  - Each field has an asterisks \*
- That is a mandatory field that requires information.

**VFW Department of Washington  
Program Reporting**

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

**Post\***  **District\***  **Submitter Email\***

**Date of Activity\***  
 

**Select a Program\***

Community Service       Legislative Advocacy       Veterans Assistance

Youth Development

**Cumulative Hours\***       **Miles\***       **Members\***

**Dollars Spent/Donated\***

# Input the date and event information

- Place the date the event took place in the date block.
- Select the Program that is appropriate to the type of event.
- Type in the total hour, miles, members and dollars spent / donated.  
(Ensure each field has data, if nothing was spent then place a 0 zero)

## Select a Program\*

Community Service

Legislative Advocacy

Veterans Assistance

Youth Development

## Cumulative Hours\*

## Miles\*

## Members\*

## Dollars Spent/Donated\*



# There are 4 main program options

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- Each program option has a set of sub-categories.
- Choose the option that best meets the event.
- If no option matches, then select the OTHER at the bottom of the list.

## Select a Program\*

- Community Service
- Youth Development

## Select an Activity\*

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

This is the Sub-categories for community service program selection

This is the option for anything not listed.

# Legislative Advocacy

- State- Functions done at the state level.
- National- Functions done at the National level.
- Other- Functions that impact other communities outside of the other 2 options.

Legislative Priorities – VFW

[www.vfw.org/advocacy/national-legislative-service](http://www.vfw.org/advocacy/national-legislative-service)

## Select a Program\*

Community Service

Legislative Advocacy

Youth Development

## Select an Activity\*

State

National

Other

**“National Legislative Service** establishes the VFW's legislative priorities and advocates on veterans' behalf. Everything we do on Capitol Hill is with the VFW's Priority Goals and veterans' well-being in mind.”

# Veterans Assistance

- Events which include Buddy Poppy, Relief fund, and Hospital & Chaplain reports are done through this category.

The image shows a screenshot of a web form titled "Veterans Assistance". The form is divided into two sections: "Select a Program\*" and "Select an Activity\*".

**Select a Program\***

- Community Service
- Legislative Advocacy
- Veterans Assistance

**Select an Activity\***

- 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

Annotations on the form:

- A red arrow points from a yellow box containing the text "Select this to input Hospital Reports." to the "Hospital" radio button.
- A red arrow points from a yellow box containing the text "Select other to input Chaplain Reports." to the "Other" radio button.

# Youth Development

- Here are the selections for VFW youth programs.
- To login submissions for Voice of Democracy, Patriots Pen and even Scouting.

Youth Development

**Select an Activity\***

JROTC, USNSCC, CAP, Etc.

Patriot's Pen

Scouting

Student Scholarships

Voice of Democracy

Other

# Submission

- To finalize your report, it requires a brief description.
- Use the 5 Ws as a guide. Who participated, What took place, When it happened, Where it happened and Why it happened.
- This reaffirms with the chairman the validity of your report for approval.
- Once you are finished click the submit button.

Description \*

Who, what, when, where, why?

SUBMIT

Note: Once you click submit you are not able to make changes. Make sure that your reports are accurate.

# Conformation Email

You will receive an email about a successful submission. The email will go automatically to the one listed in your information field.

Keep a record as proof of submission for audits and for meeting state and national requirements.

Follow up with  
your submission.

You can view  
your submitted  
reports. Look at  
the next slide.



Individuals can see what reports **they** submitted and their status. Click the Red Letters

Elected Line Officers and members can see what reports **The Post** has submitted and their status. Click the Red Letters

Elected District Line Officers can see what reports **The District** has submitted from **every post** and their status. Click the Red Letters

If you do not see options for post reports and you're an elected line officer, please let the assistant adjutant know. The same applies for the District Reports. Email: [asstadj@vfwva.net](mailto:asstadj@vfwva.net)

SUBMIT

### My Districts Submitted Reports (Under Construction - more functionality to come) yellow = unapproved, green = approved, red = rejected

My Reports

Post Reports

District Reports

Print

Status	Date	Program	Activity	Hours	Miles	Members	Dollars
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select \* from vw\_Program\_activities\_WA where district = 3 and submitteddate > '7/1/2022' order by approved asc,rejected desc,[date of activity] desc;

●	9/17/2022	Veterans Assistance		8	24	1	0
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