

VFW Auxiliary Department of Missouri Online Reporting

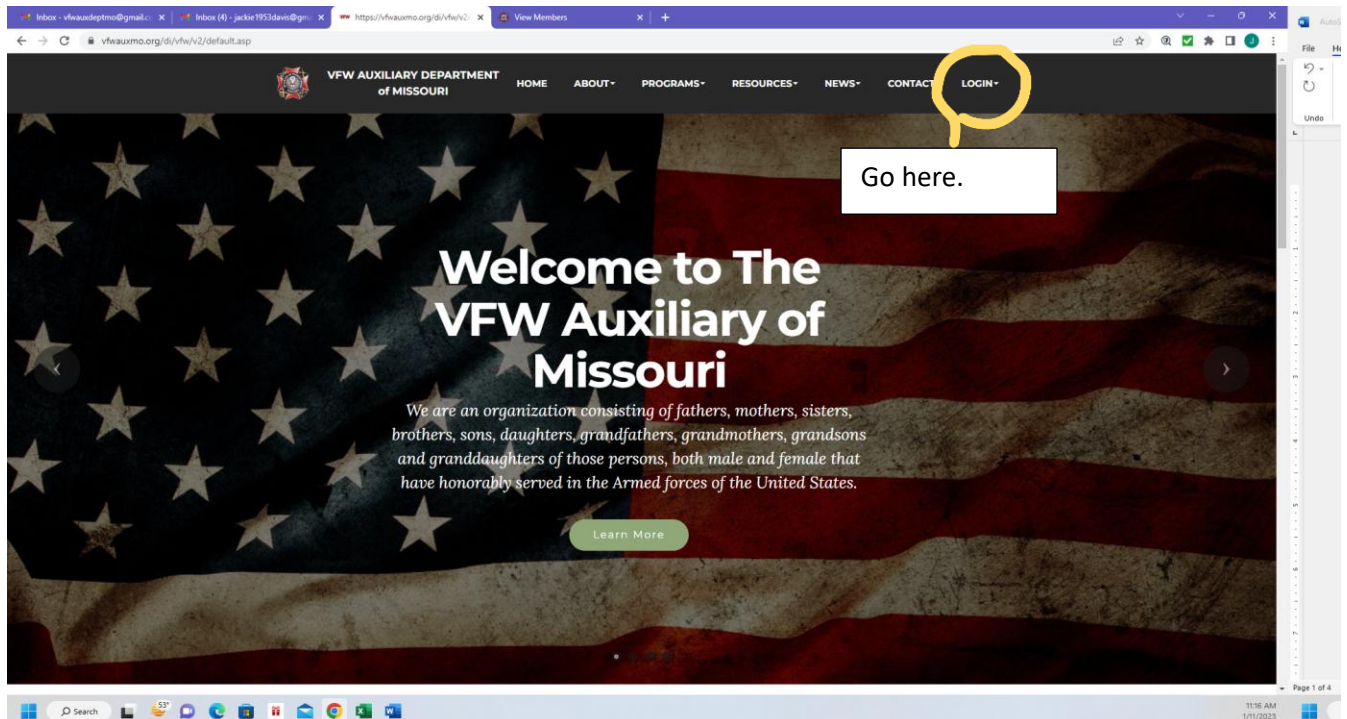
The VFW Auxiliary for the Department of Missouri has their own website www.vfwauxmo.org to keep track of the Auxiliary activities or projects completed for the year. This enables the Auxiliary to report an activity/project as soon as they have completed it and not wait until the end of the year when the yearend reports are due.

While any member can do the reporting, the Auxiliary should decide who will do it. This avoids duplicate reports sent to the Department Chairmen. Some suggestions are:

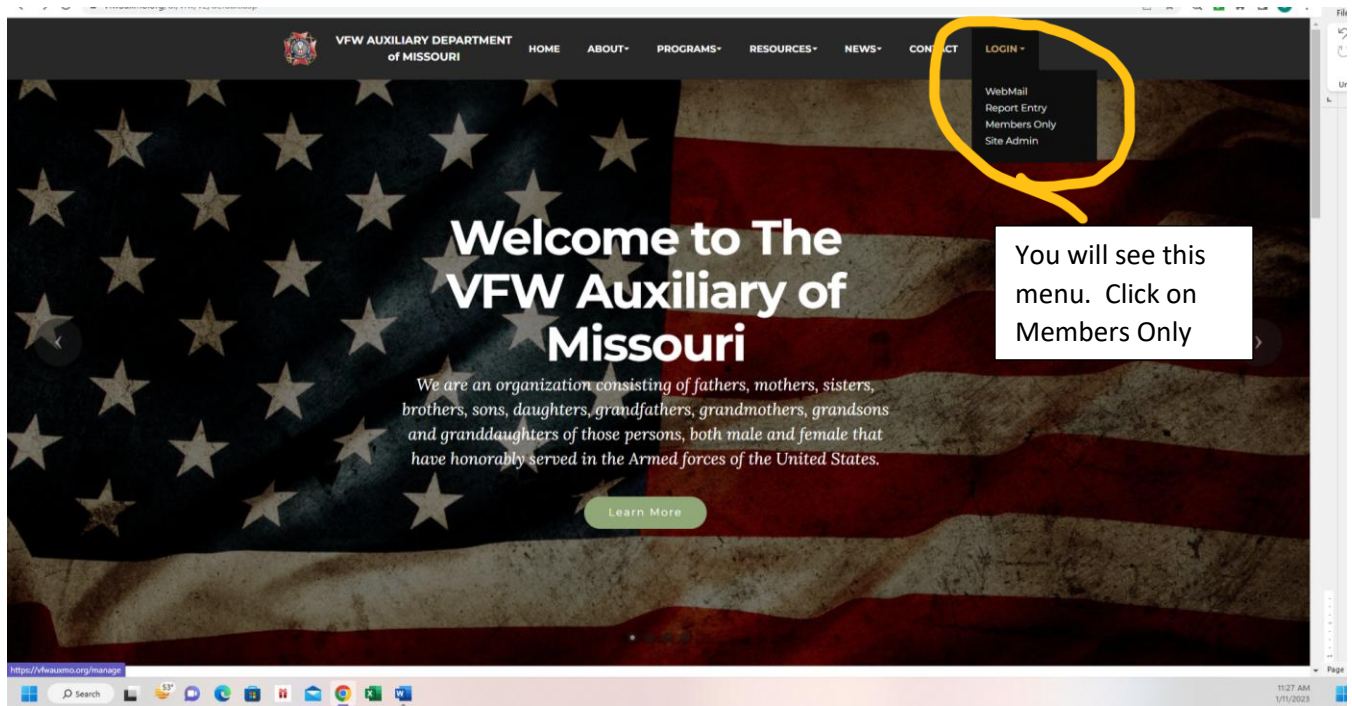
- Each chairman in the Auxiliary does their own reporting.
- At each meeting the chairmen gives the Secretary (or the person who has been appointed to do this) a written report of what was done for their program.
- The programs could be divided between several members who would be responsible to do the online reporting. (Ex: 3 different members to split the 12 programs.)
- Just make sure each month, the reports have been entered.

How to login on the website www.vfwauxmo.org

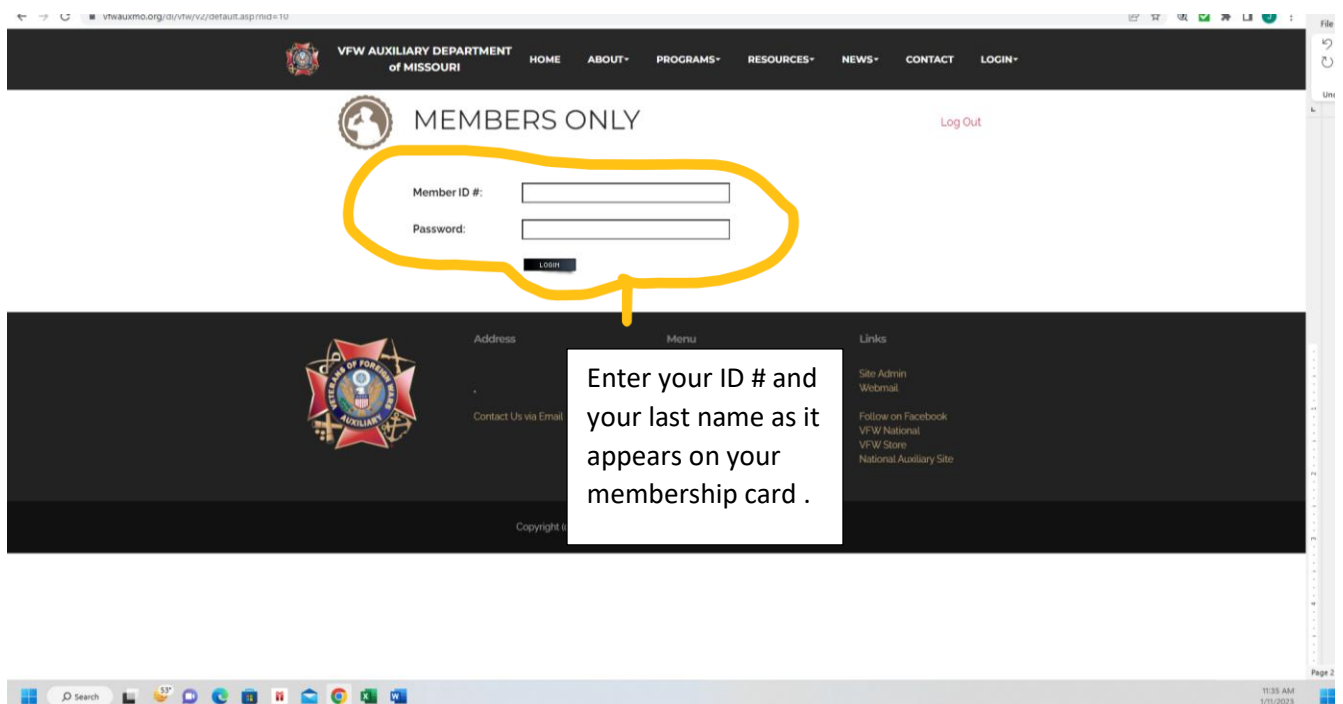
- Enter “vfwauxmo.org” in your browser and hit enter. You will see the screen below. Go to LOGIN and pull down the drop-down menu.



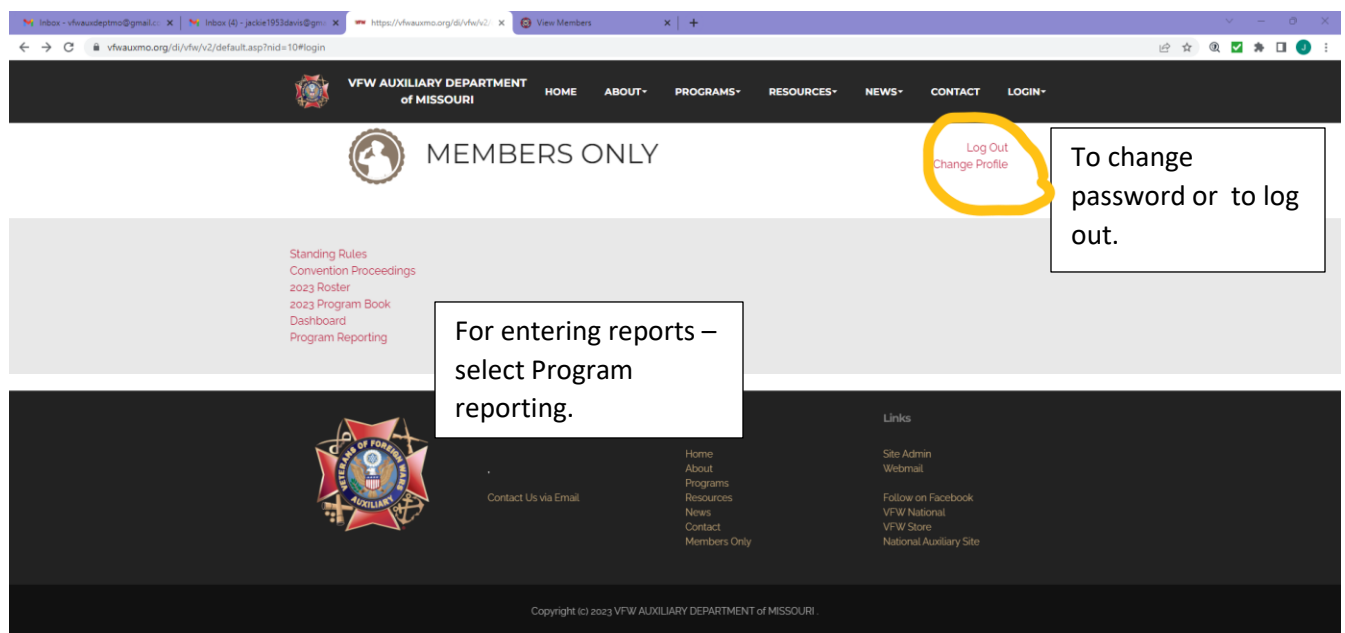
When you pull down the menu your will see the following:



- Below is the login screen. You will login by:
 - Entering your Member ID #. (This is on your membership card)
 - Password is your last name in lower case as it appears on your membership card .
 - Hit enter.



You will see the next screen (MEMBERS ONLY). If you want to change your password, go to the "Change Profile". You will see where you can change your password.



The above screen is where you will go to do the reporting. You will select “Program Reporting” and hit enter. This will take you to the reporting screen. (See below.)

Please remember to you are only reporting on one project at a time.

Your Auxiliary number will already be list along with your District. It is important that you enter your email and the date of the activity/project. Once that is completed, use

the scroll bar to move the screen down so you can select the program you need. Just click on the white circle next to the program name to bring up that program.

Click on the program you want to do your reporting.

The screenshot shows the VFW Auxiliary Department of Missouri website. The navigation bar includes links for HOME, ABOUT, PROGRAMS, RESOURCES, NEWS, CONTACT, and LOGIN. The main content area is titled 'Select a Program' and contains a list of radio button options: Americanism, Historian, Membership, Veterans and Family Support, Auxiliary Outreach, Hospital, Mentoring for Leadership, Youth Activities, Buddy Poppy / National Home, Legislative, and Scholarships. The 'Scholarships' option is highlighted with a yellow circle. Below the options are input fields for Cumulative Hours, Miles, Members, Dollars Spent/Donated, and Youth, followed by a Description text area and a SUBMIT button.

We have selected Scholarships. The screen below shows the information needed on Scholarships. (This mirrors the yearend report. It has all the information needed for our Department President to report to the National VFW Auxiliary.)

The screenshot shows the VFW Auxiliary Department of Missouri website with the 'Select an Activity' form for Scholarships. The form contains a list of radio button options: Auxiliary promoted the Continuing Education Scholarship Contest, Auxiliary made a donation to the Continuing Education Scholarship Program, Promoted the Young American Creative Patriotic Art Contest, Number of Students that submitted art entries to the Auxiliary for judging, Auxiliary made a donation to the Young American Creative Patriotic Art Scholarship Fund, Promoted the 3 Dimensional Patriotic Art Contest, Number of students that submitted a 3 Dimensional Patriotic Art entry to Auxiliary for judging, Auxiliary made a monetary donation to the National 3 Dimensional Patriotic Art Contest Scholarship fund, Auxiliary promoted the Patriots pen Essay Contest, Auxiliary promoted the Voice of Democracy Audio Essay Contest, Auxiliary hosted an award ceremony to recognize awardees and participants in all contests, Total dollar amount or value of awards presented by Auxiliary in all contest, Did your Auxiliary promote the Missouri Past National Presidents Scholarship, and What was your Auxiliaries most outstanding Scholarship project. Explain below. Below the options are input fields for Cumulative Hours, Miles, Members, Dollars Spent/Donated, and Youth, followed by a Description text area and a SUBMIT button.

Click on the statement that best describes your activity/project. Some of the statements may have additional drop-down menus where you may need to provide additional information. Be sure to enter that information.

Scroll down again to get to the bottom of the page. For each program you will find:

- Cumulative Hours
- Miles
- Members
- Dollars Spent/Donated
- Youth

Enter those that pertain to that activity/project. **Remember you are reporting on one activity/project at a time.**

The screenshot shows a web form for the VFW Auxiliary Department of Missouri. The form includes a list of activities with radio buttons, input fields for Cumulative Hours, Miles, Members, Dollars Spent/Donated, and Youth, and a large text area for a Description. A yellow circle highlights the Description field, and a yellow arrow points to the SUBMIT button. A text box on the left states: "It is important to give a descriptive account of the event or project." A text box on the right states: "Once you are done with your report, Hit submit."

VFW AUXILIARY DEPARTMENT of MISSOURI

HOME ABOUT PROGRAMS RESOURCES NEWS CONTACT LOGIN

☐ Number of students that submitted a 3 Dimensional Patriotic Art entry to Auxiliary for judging.
☐ Auxiliary made a monetary donation to the National 3 Dimensional Patriotic Art Contest Scholarship fund.
☐ Auxiliary promoted the Patriots pen Essay Contest.
☐ Auxiliary promoted the Voice of Democracy Audio Essay Contest.
☐ Auxiliary hosted an award ceremony to recognize awardees and participants in all contests.
☒ Total dollar amount or value of awards presented by Auxiliary in all contests.
☐ Did your Auxiliary promote the Missouri Past National Presidents Scholarship.
☐ What was your Auxiliaries most outstanding Scholarship project. Explain below.

Cumulative Hours*
 Miles*
 Members*
 Dollars Spent/Donated*
 Youth*

Description *

I don't know if I put this in, so this may be a duplicate. We went tot the school and presented the winners with their awards and a certificate from the Auxiliary.

SUBMIT

10:30 AM 1/11/2023

The Department Chairmen are using the information in the description to help them when they give out their awards at the end of the year. You want to paint them a picture of what your Auxiliary did for this activity/project. Once you are satisfied with your report, hit submit.

VFW Auxiliary Department of Missouri

Community Service Reporting

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

[Print Preview of Submitted Report](#)

Report has been submitted.

Auxiliary* 2180 District* 9 Submitter Email*

Date of Activity* mm/dd/yyyy

Select a Program*

☐ Americanism
☐ Historian
☐ Membership
☐ Veterans and Family Support

☐ Auxiliary Outreach
☐ Hospital
☐ Mentoring for Leadership
☐ Youth Activities

☐ Buddy Poppy / National Home
☐ Legislative
☐ Scholarships

Cumulative Hours* Miles* Members*

Once you submit the report, you will be able to print it. You should do this, so you have a record of what you have submitted to the Department Chairman. You will also get an email that your report has been submitted. What you submitted will be in that email.

If an Auxiliary wants to see what programs have been reported, they can go through the steps from above, but instead of selecting “Program Reporting”, they select “Dashboard”.

On the top left hand side of the screen, you select “Auxiliary” from the first drop down menu. In the blank bar, type in the Auxiliary number. Hit submit. This will show you in green what programs have been reported.

You can click on the number in green under the programs to see what the Department Chairman has approved. It will list all the projects that have been submitted and approved.

It is so important that your Auxiliary report your projects. With the online reporting, you are able to report your projects as you complete the project. All of this is to eliminate the reporting at the end of the year when you send your yearend reports to the the Department Chairman. This gives us real time information, letting us know what the Auxiliaries are doing.