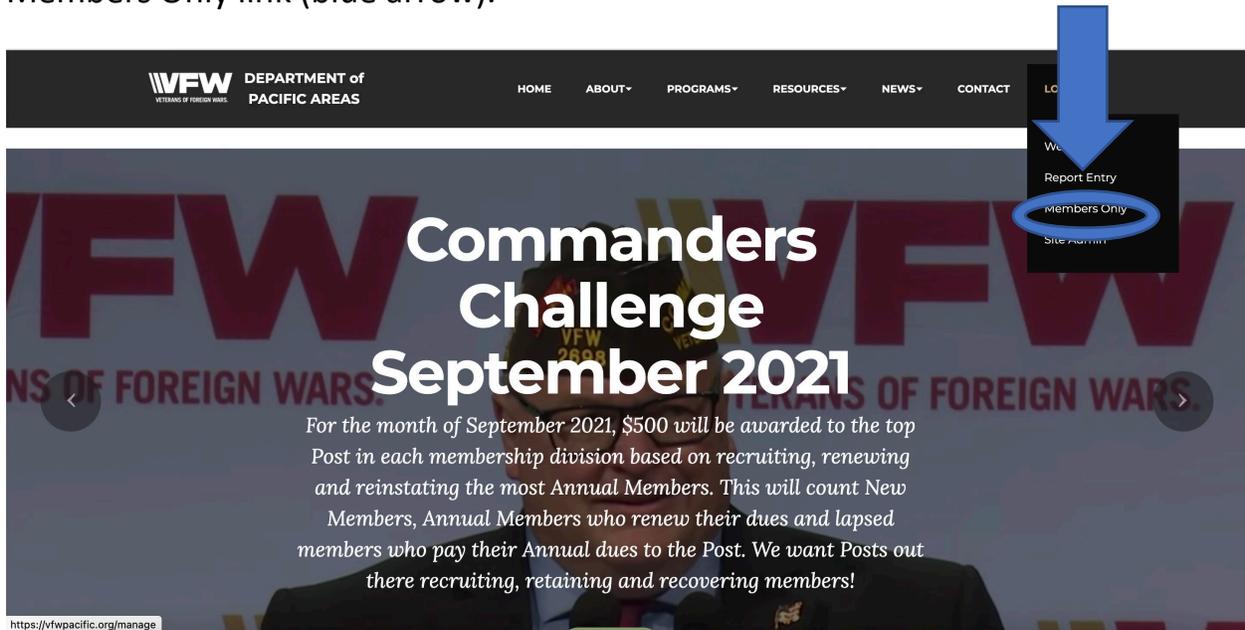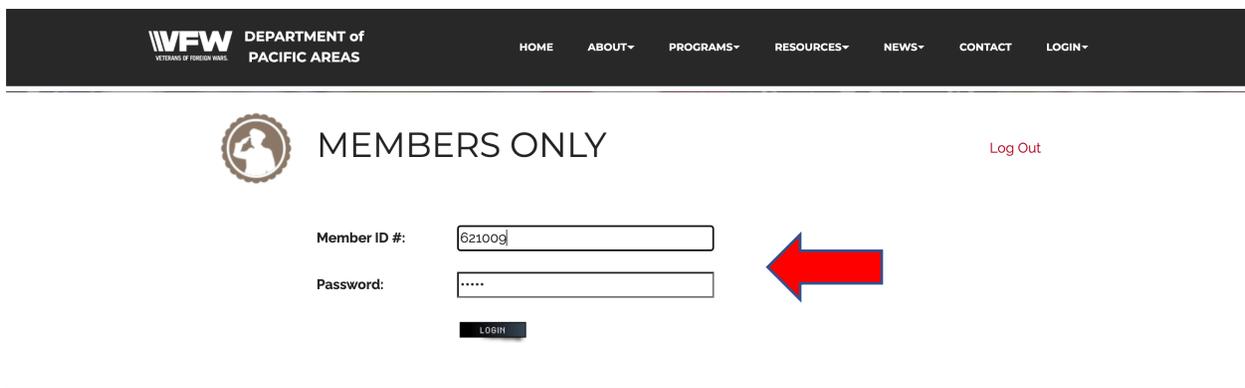DEPARTMENT OF PACIFIC AREAS

COMMUNITY SERVICE REPORTING TRAINING GUIDE

Member Access:

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

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 VFW Department of Pacific Areas Entering a CSR, Community Service Reporting, CSR, General Orders and Dashboard will pop up. Click on Community Service Reporting to Input a CSR (RED arrow)
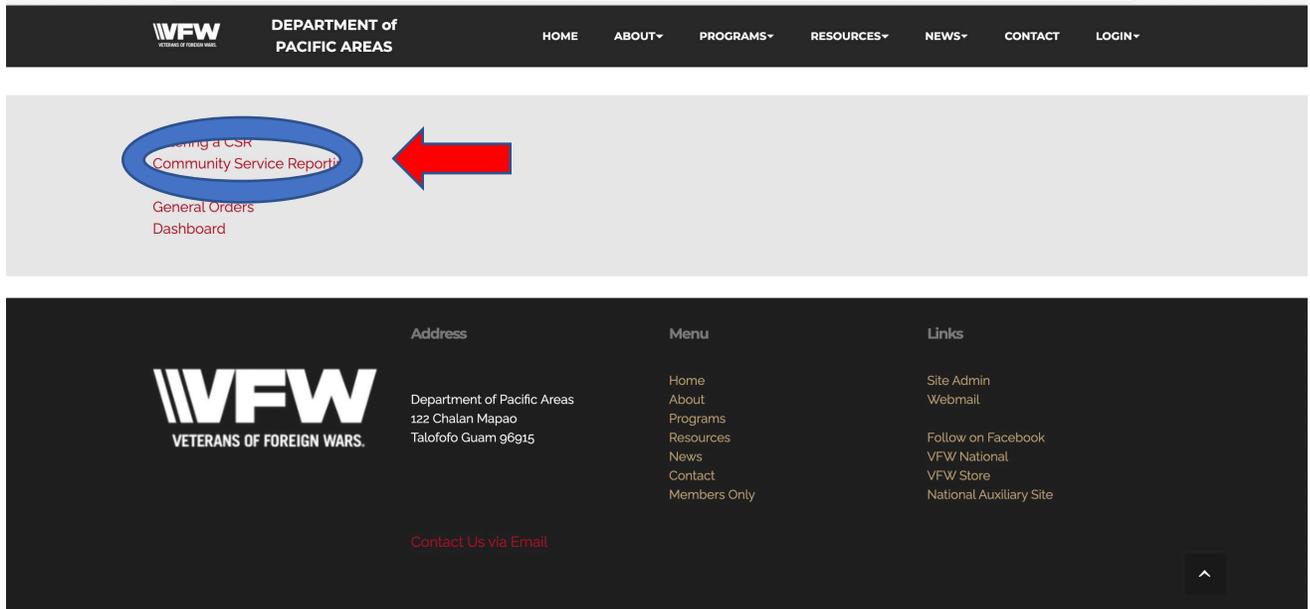
The VFW Department of Pacific Areas Community Service Reporting form will pop up. Your Post, District, and email will automatically populate based on your membership information. You will need to enter the Date of Activity. You can also use the calendar button.

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:

Veterans Assistance Options:

Legislative Advocacy options:

Youth Development options:

Legislative Advocacy does not have Activity categories associated with it. There are two additional entries that are new to the CSR Inputs which are the social media and Organizational Partnership which are mandatory entries. The requirement would be if you have added your community activities on your Facebook or Website and for Organizational Partnership, you are required to work with 2 organizations (i.e., Rotary International, Lions Club, Masonic Lodge, Church Organizations etc.) for the current Fiscal Year.

You will need to enter the following:
- number of hours for the activity
- the number of miles driven for the activity
- the number of members who participated in the activity
- any money spent on the activity

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.

You will receive a confirmation email from the system with the information you Have submitted. If you have any questions or concerns, contact the Department of Pacific Areas JVC at jvcdpa@vfwpacific.org