



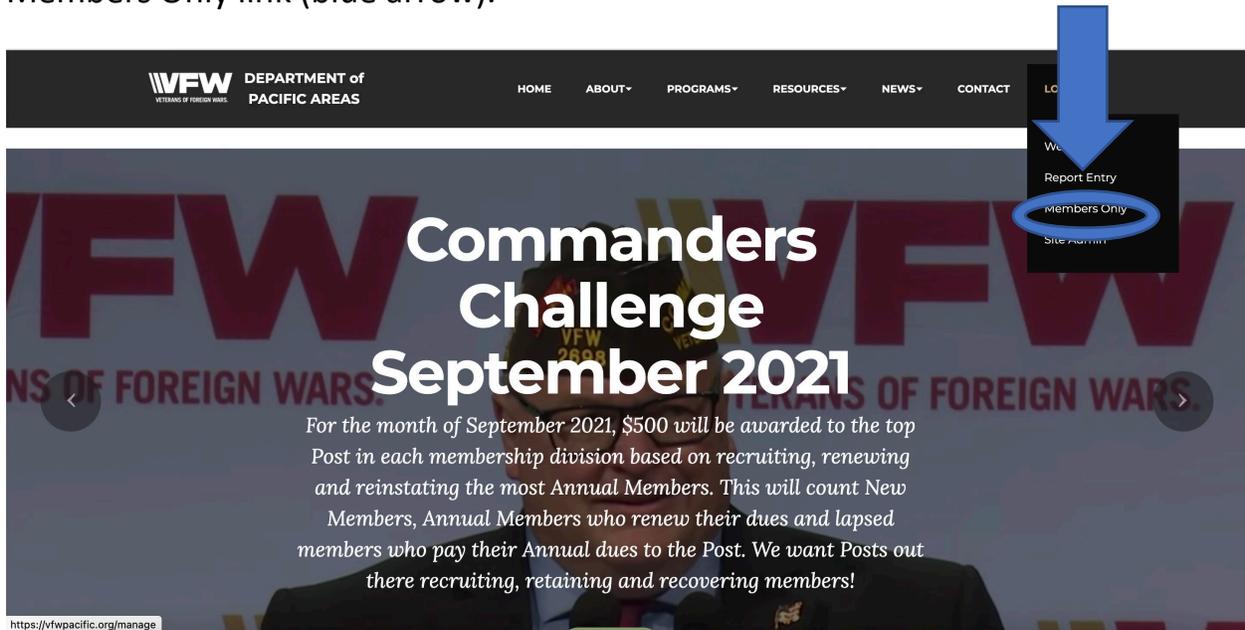
NO ONE DOES MORE FOR VETERANS.

DEPARTMENT OF PACIFIC AREAS

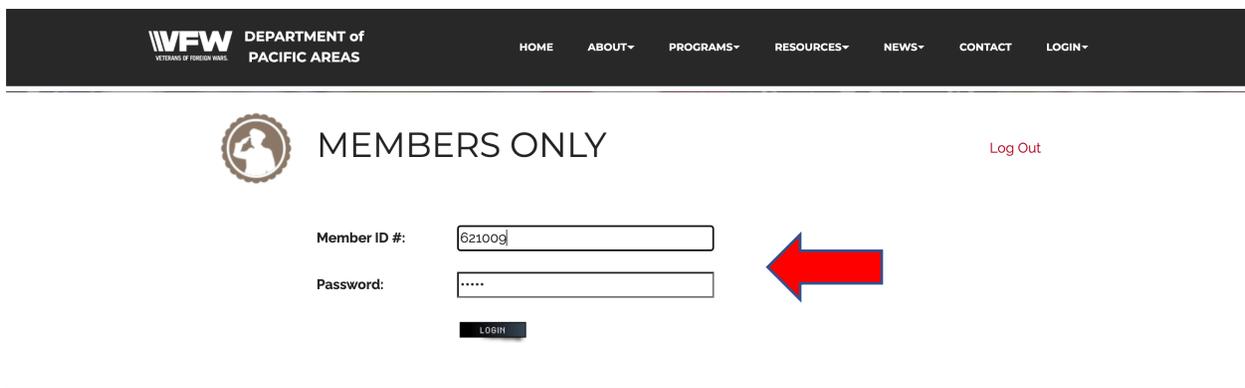
COMMUNITY SERVICE REPORTING TRAINING GUIDE

Member Access:

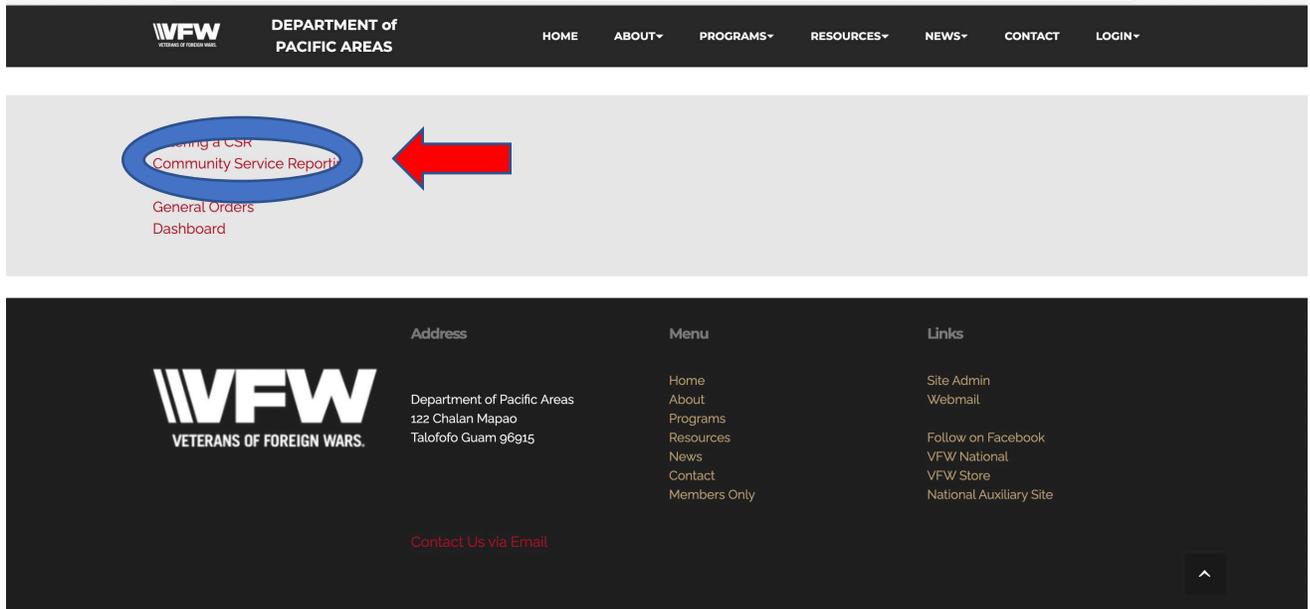
Navigate to the VFW Department of Pacific Areas website at www.vfwpacific.org and click on the LOGIN (red arrow) option on the top menu bar. Then click on the Members Only link (blue arrow).



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.

The screenshot shows the 'VFW Department of Pacific Activity Reporting' form. The form title is 'VFW Department of Pacific Activity Reporting' with the subtitle 'Please use the form below to enter your activity. One report for ONE activity.' The form fields are as follows:

- Post***: A dropdown menu.
- Submitter Email***: A text input field containing 'joedoes@yahoo.com'.
- Date of Activity***: A date input field with the format 'mm/dd/yyyy' and a calendar icon.
- Select a Program***: Three radio button options: 'Community Service', 'Youth Development', 'Veterans Assistance', and 'Legislative Advocacy'.
- Hours***: A text input field containing '0'.
- Miles***: A text input field containing '0'.
- Members***: A text input field containing '0'.
- Dollars Spent/Donated***: A text input field containing '0'.
- Social Media**: A dropdown menu with 'No' selected.
- Organizational Partnership**: A dropdown menu with 'No' selected.

A 'Back' button is located at the bottom right of the form.

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 Pacific Areas website. The navigation bar includes: WFW DEPARTMENT of PACIFIC AREAS, HOME, ABOUT, PROGRAMS, RESOURCES, NEWS, CONTACT, LOGIN. The main content area is titled "Community Service" and includes the following options:

- 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

Hours*

Miles*

Members*

Dollars Spent/Donated*

Social Media

Organizational Partnership

Up arrow button

Veterans Assistance Options:

The screenshot shows the WFW Department of Pacific Areas website. The navigation bar includes: WFW DEPARTMENT of PACIFIC AREAS, HOME, ABOUT, PROGRAMS, RESOURCES, NEWS, CONTACT, LOGIN. The main content area is titled "Veterans Assistance" and includes the following options:

- Community Service
- Veterans Assistance
- Legislative Advocacy
- Youth Development

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

Hours*

Miles*

Members*

Dollars Spent/Donated*

Social Media

Organizational Partnership

Up arrow button

Legislative Advocacy options:

The screenshot shows the WFW Department of Pacific Areas website. The navigation bar includes: WFW DEPARTMENT of PACIFIC AREAS, HOME, ABOUT, PROGRAMS, RESOURCES, NEWS, CONTACT, LOGIN. The main content area is titled "Select a Program*" and features three radio button options: Community Service, Veterans Assistance, and Legislative Advocacy (which is selected). Below this are three input fields: Hours*, Miles*, and Members*, each with a "0" value. Further down are three dropdown menus: Dollars Spent/Donated* (with "0"), Social Media (with "No"), and Organizational Partnership (with "No"). A "Description*" field is partially visible at the bottom. A scroll-to-top button is in the bottom right corner.

Youth Development options:

The screenshot shows the WFW Department of Pacific Areas website. The navigation bar is identical to the previous screenshot. The main content area is titled "Select a Program*" and features three radio button options: Community Service, Veterans Assistance, and Legislative Advocacy. The "Youth Development" option is selected. Below this is a section titled "Select an Activity*" with six radio button options: Voice of Democracy, Patriot's Pen, Scouting, JROTC, Student Scholarships, and Other. Below this are three input fields: Hours*, Miles*, and Members*, each with a "0" value. Further down are three dropdown menus: Dollars Spent/Donated* (with "0"), Social Media (with "No"), and Organizational Partnership (with "No"). A "Description*" field is partially visible at the bottom. A scroll-to-top button is in the bottom right corner.

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. Then 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