

# Community Activities Program

Community service is a program sponsored by a VFW Post or Auxiliary that benefits the city, community, other organizations, institutions or individuals not affiliated with the VFW or its Auxiliaries.

Community involvement is essential for a Post to survive and grow. Being active in the community builds a good strong lasting relationship with the people. A Post will grow because of what they do.

The projects that a Post or Auxiliary are involved with will depend upon the needs of the community, the size of the Post or Auxiliary, and their budgets. A Post should consider the needs of the community and select activities that are best suited and will benefit the community the most.

**You have 90 days from the event date to enter on Departments dashboard.**

Guidelines Community Activities:

- Post Commander appoints a Chairperson. This person should be one who knows the community's needs and is knowledgeable in the program. Knowledge of the community will be a huge asset in knowing what projects will benefit the community the most and be easiest to complete.
- The Chairperson should review "Community and Citizen Chairmen Manual" at [movfw.org](http://movfw.org). Click on "Resources" and scroll down to and click on "forms". The document is at the bottom of the webpage.
- The Chairperson selects a few members to be on the committee, 3 to 5 is typically sufficient.
- The Committee members should plan and develop the projects and get other Post members involved. The Committee should not be expected to carry out the project alone. If the Post has an Auxiliary, both organizations should work closely together in planning and carrying out the projects.
- After the project has been planned including the date, time, and location; determine how many workers will be needed. Make sure that all involved have a role.
- Invite the local news media to cover the event. Also, have the Post Public Relation Officer take pictures and write an article for the local newspaper. A little bit of PR often goes a long way in promoting the VFW.
- Have a follow up meeting to analyze the activity, discuss the good points and how to improve on the weak points of the event. At the same meeting start planning your next event.
- Chairmen should be trained to collect the necessary data and submit the on-line activity report for their event.

**If a community activity is to realize success, then TEAMWORK is essential.**

***ALL CHAIRPERSONS ARE REQUIRED TO CHECK THE REPORTS A MINIMUM OF WEEKLY. THE REPORTING YEAR RESETS ON MAY 1, 2025. ANY REPORTS SUBMITTED AFTER APRIL 30, 2025 WILL GO TOWARD THE NEXT YEAR.***

# Reporting: The Basics

## Why Report?

- ◆ It serves as a nonprofit justification.
- ◆ It serves as a proof that we do what we say we do.
- ◆ It serves as a record of past donations for IRS purposes.
- ◆ The Post Activity Reports provide the data to update the National VFW Fact Sheet

## How to report:

- ◆ Go to movfw.org.
- ◆ Click on the "Login" tab on the top of the page.
- ◆ Scroll down and click on "Members Only."
- ◆ Type your Member ID# where indicated.
- ◆ Insert your password: last name.
- ◆ Click on "Login"
- ◆ Click on "Community Service Reporting"
- ◆ For Date of Activity, use the calendar icon. **DO NOT INSERT DATE IN NUMERIC FIGURES!**
- ◆ When inserting dollar amount, use ONLY numeric characters and a decimal point.
- ◆ For the description, answer the following questions as best you can.
  - ◇ What was the name of the event?
  - ◇ Where did the event occur?
  - ◇ Was the event advertised? If so, where?
  - ◇ Who was involved in the event?
- ◆ If the event qualifies for multiple categories, list the money donated only in one category.
- ◆ Insert a good telephone number in case the reviewer needs to follow up. If this information is missing, the report will be rejected.

## Some Advice:

- ◆ Do not enter fundraisers as community service. However, enter donations received from a fundraiser when assisting veterans and their families.
- ◆ Reports submitted 90 days after the event will not be considered. The reporting year ends on April 30.  
Reporting events are NEVER about bragging. Reporting is always about showing that we do what we say we do as an organization. Nothing more, nothing less.
- ◆ **ALL Reports submitted after April 30, 2025 will go toward the next year.**

# WHO DO I CONTACT FOR 2024-2025

## **Dashboard Reporting:**

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