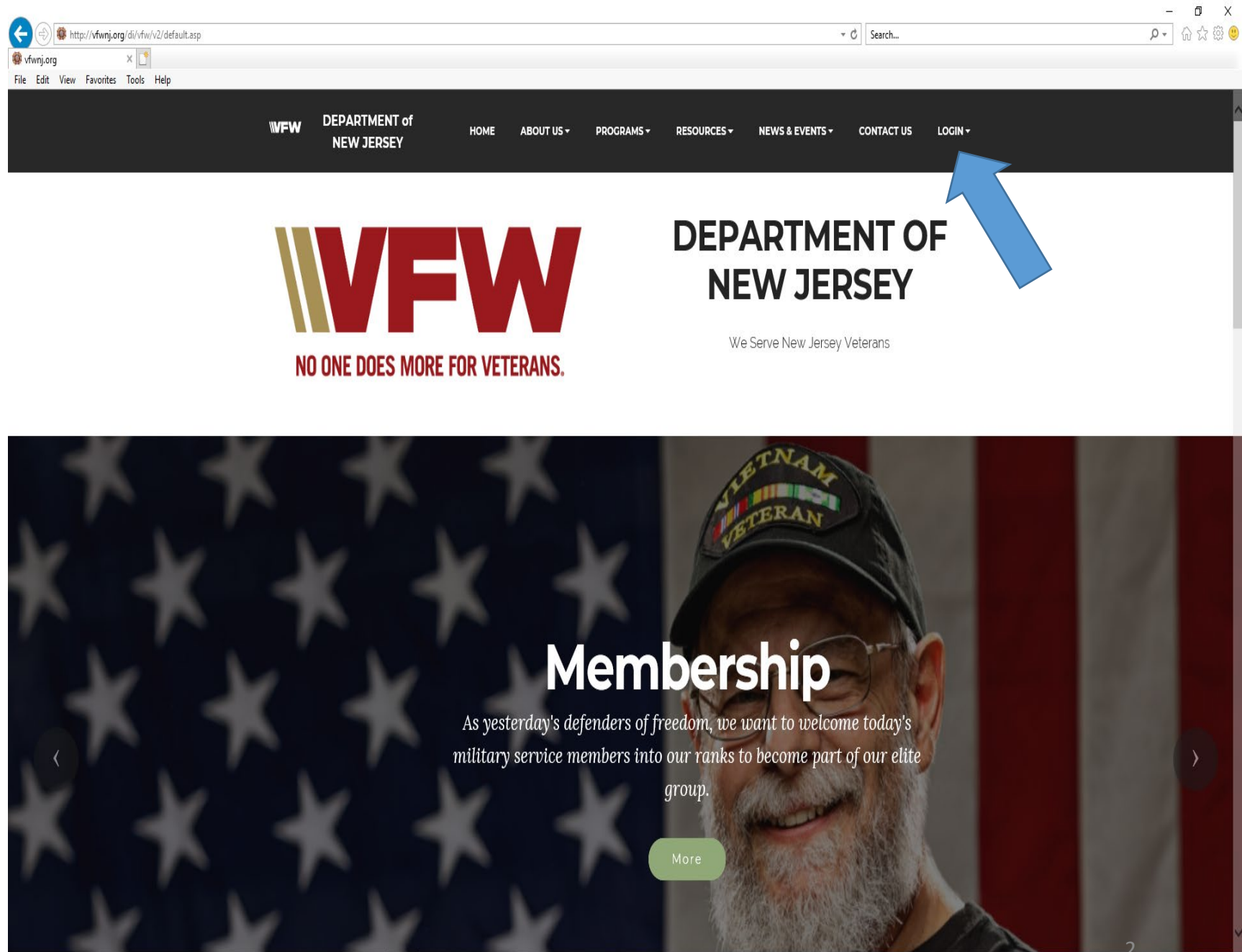# COMMUNITY SERVICE

LOGGING IN AND REPORTING

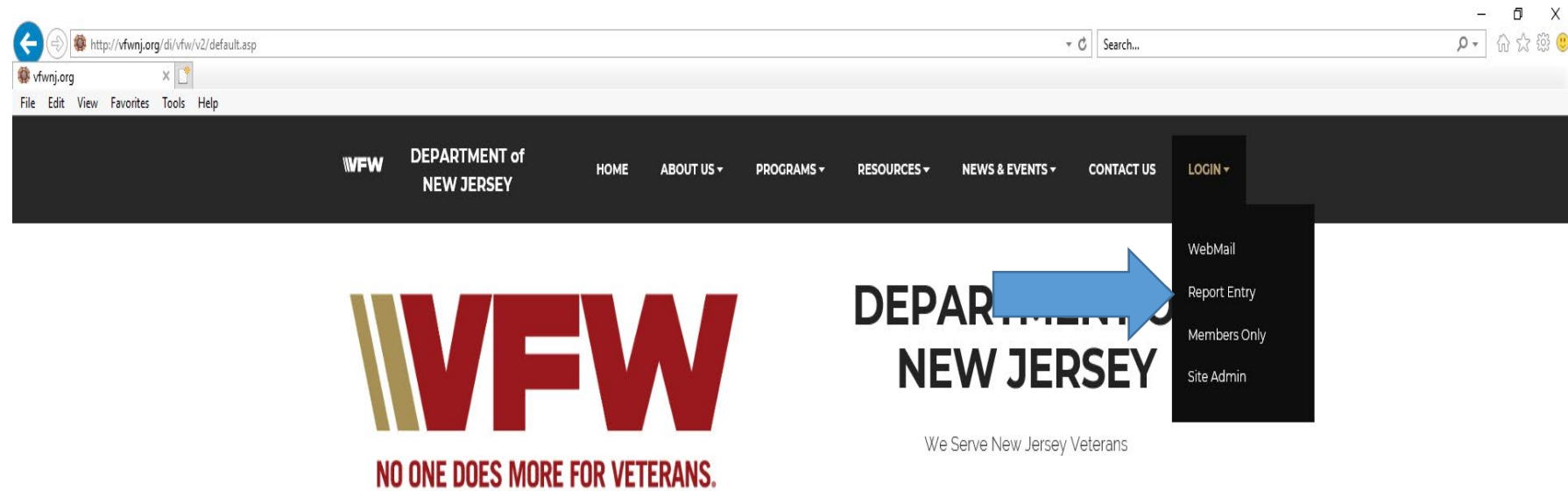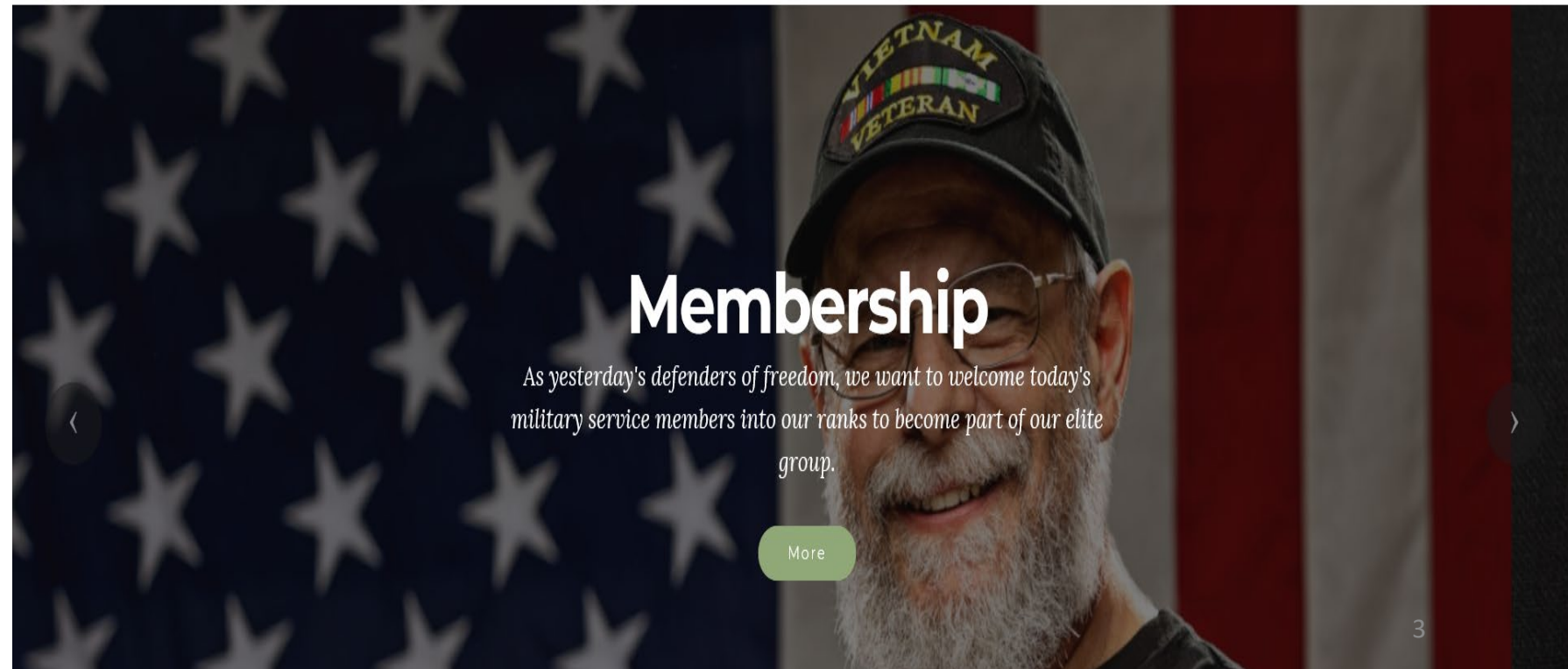## VFWNJ.ORG

Logging On

Click on LOGIN upper right hand corner

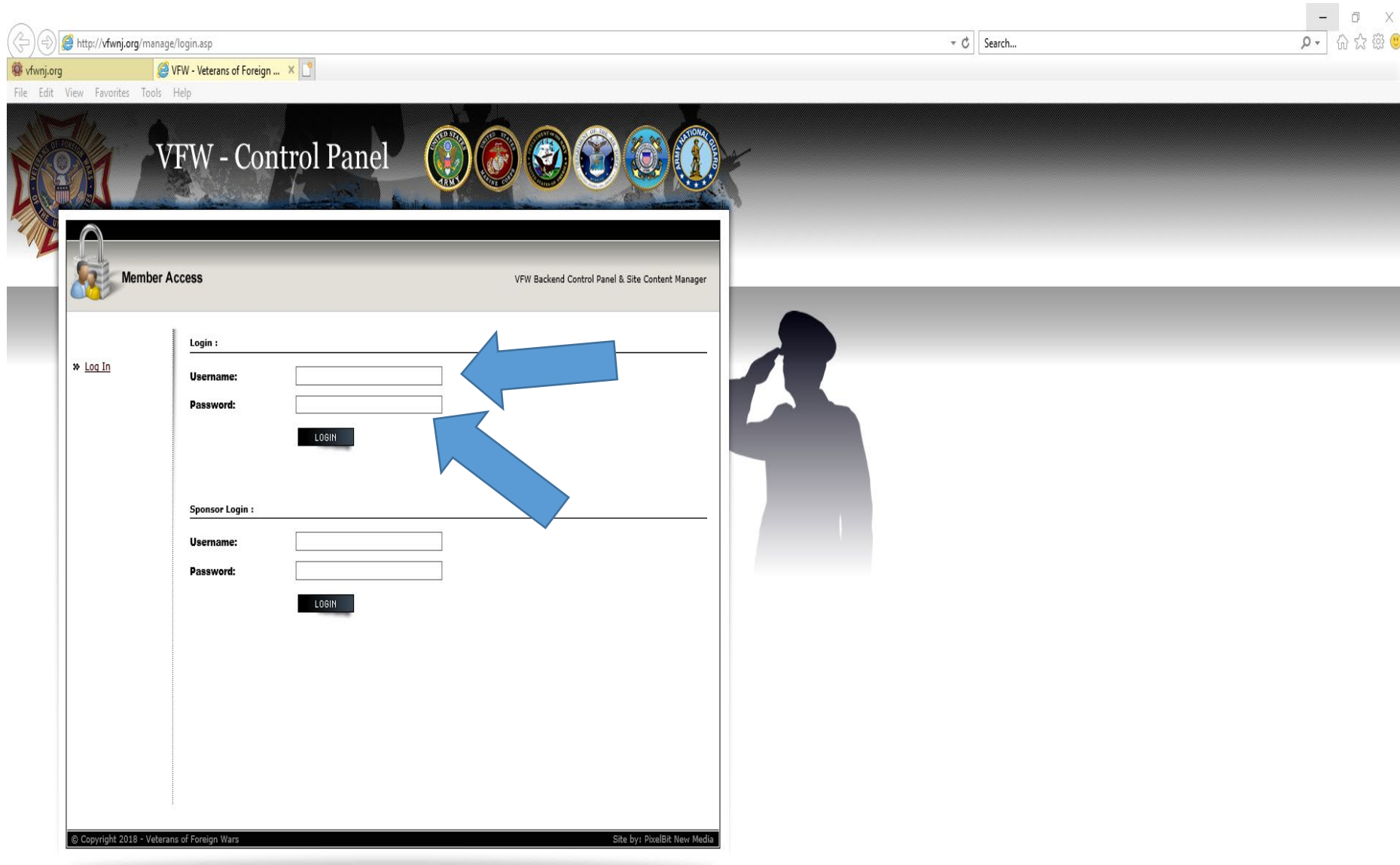Click on Report Entry

Log In

YOUR USERNAME AND PASSWORD IS:

USERNAME = TYPE IN YOUR **POST NUMBER**

PASSWORD = TYPE IN THE WORD **POST** THEN YOUR **POST NUMBER** (ALL ONE WORD) ALL LOWER CASE

IGNORE SPONSOR LOGIN.
IT HAS TO DO WITH SPONSERS ON THE WEB SITE.

ACCESS REPORTING PAGE

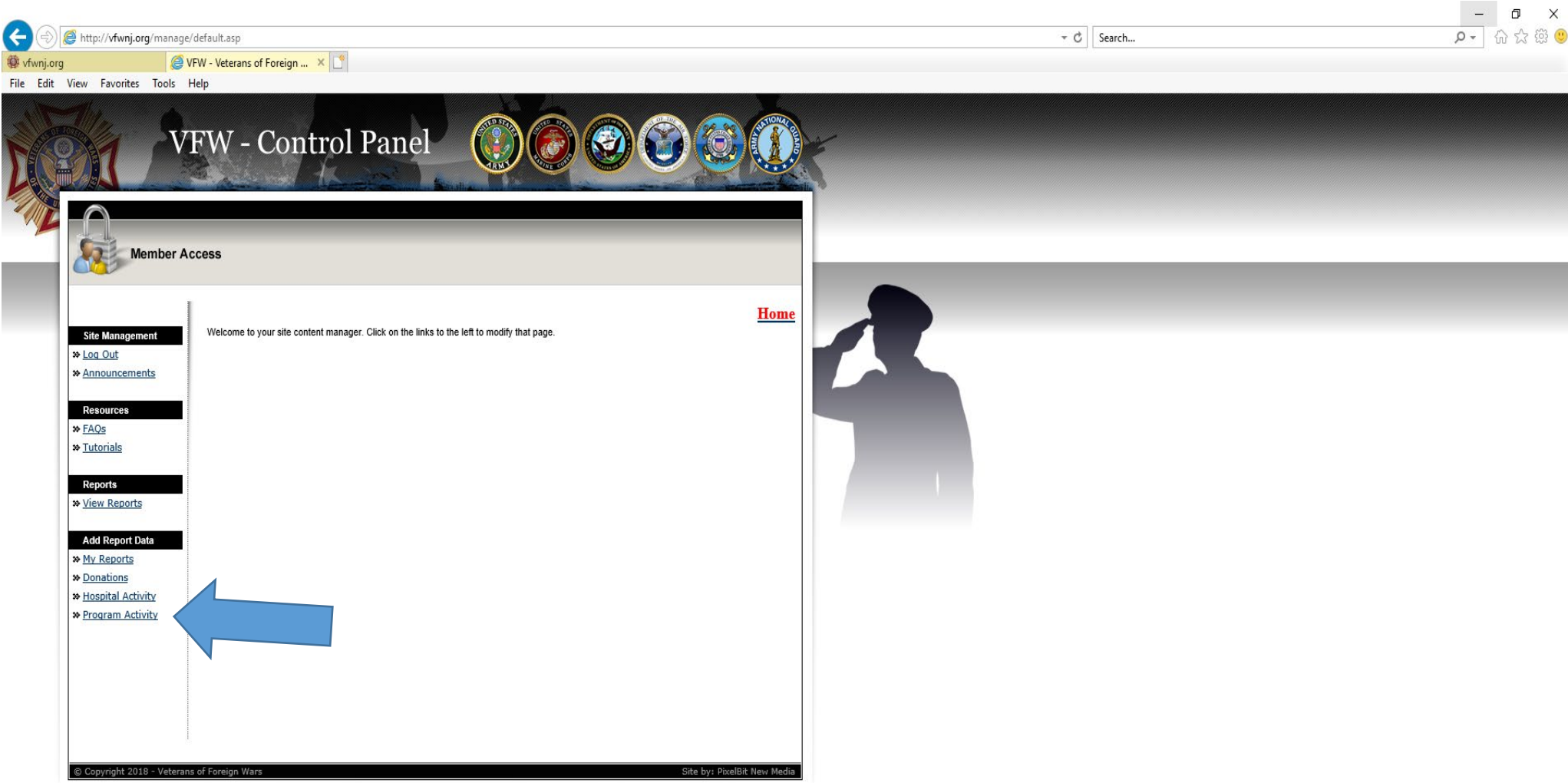**CLICK ON PROGRAM ACTIVITY TO REPORT COMMUNITY SERVICE PROJECTS SUCH AS:**

COMMUNITY SERVICE

SAFETY ACTIVITIES

AMERICANISM ACTIVITIES

YOUTH ACTIVITIES

DEPARTMENT SPONSORED ACTIVITIES

CLICK ADD TO ENTER THE REPORTING PAGE

ENTER YOUR COMMUNITY SERVICE

ALL ENTRIES MUST BE NUMBERS EXCEPT FOR YOUR DESCRIPTION OF PROJECT

YOU MUST INCLUDE WHO BENEFITED IN THE DESCRIPTION BOX

ENSURE THAT THE YEAR, MONTH, POST#, DISTRICT#, AND SUBMITTERS EMAIL ARE ENTERED

COMMUNITY SERVICE PROJECTS/ACTIVITIES
CSProjects = HOW MANY PROJECTS ON THIS REPORT
CSHours = TOTAL HOURS FOR ALL PROJECTS
CSValue = COST OF ALL PROJECTS
_____

SAFETY PROJECTS/ACTIVITIES
SAFProjects = NUMBER OF SAFETY PROJECTS
SAFHours = HOURS SPENT ON SAFETY PROJECTS
_____

AMERICANISM PROJECTS/ACTIVITIES
AmProjects = AMERICANISM PROJECTS
AmHours = HOURS CONTRIBUTED TO AMERICANISM PROJECTS
AmValue = MONIES CONTRIBUTED TO AMERICANISM PROJECTS
_____

YOUTH ACTIVITIES PROJECTS/ACTIVITIES
YAProjects = HOW MANY YOUTH ACTIVITIES PROJECTS
YAHours = HOURS SPENT ON YOUTH ACTIVITIES
YAValue = MONIES SPENT ON YOUTH ACTIVITIES
_____

DEPARTMENT SPONSORED PROJECTS/ACTIVITIES
DRProjects = HOW MANY DEPT SPONSORED PROJECTS
DRHours = HOURS SPENT ON DEPT SPONSORED PROJECTS
DRValue = MONIES SPENT ON DEPT SPONSORED PROJECTS
_____

DECRIPTION = DESCRIPTION OF PROJECT INCLUDING WHO BENEFITED
_____

SUBMIT = SEND FORM TO CHAIRPERSON FOR APPROVAL