Overview

- On-line Programs Reporting
- Who is able to use this on-line Reporting system
- How this will help the Second Vice Commander and the Post
- How do I get on-line?
- How to Enter Data
- What are the changes?
- Summary
Overview of Reporting

- Category / Program
- Number of Volunteers
- Hours volunteered
- Miles to volunteer site
- Cash Donations
- Activities cost
- Comments
Who can use the On-line Programs Reporting System? Everyone responsible for reporting!

- National Program Office
- National District Commanders
- Department Level
  All Officers
  2\textsuperscript{nd} Vice Cmdrs
  Administrators
- Post Level
  All Officers
  2\textsuperscript{nd} Vice Cmdrs
- Any Member who chairs a Program
How will this help the Post?

- Keep record of post activities from one year to the next
- Help with leadership transitions
- Have numbers of service hours, donations, volunteer hours, etc. when talking about your post in the community or recruiting new members
- Allow more than one person to access post data at anytime
- Allow you to analyze your weaker areas in programs through graphs and pie charts
What NOT to Report

- Post meetings (to include set up, take down, buying food/drinks, etc.)
- Department/National Conferences/SEC/NEC/Conventions
- Volunteering at events for other organizations (i.e. Ladies Auxiliary event, Riders, etc.)
- Coaching a little league team or volunteer activities not directly related to your Post/AMVETS
- Attending a luncheon for another organization
What NOT to Report

• The VA Medical Center or any VA related center (health care centers, outpatient centers, veteran’s homes, etc.)
  • The volunteer hours served by:
    • Deputies,
    • Representatives,
    • or regular volunteers

• Why not?
  • These hours are reported through the VA
What NOT to Report

SIDE NOTE:

- AMVETS is non-sectarian and non-partisan organization
- Our “individual” volunteer efforts and/or financial support for charities, people running for any office, or for specific religious affiliations are just that, an individual choice
- These are personal choices and do not qualify as service and financial assistance in the name of AMVETS
What to Report - AMVETS in ACTION

- Volunteering ‘occasionally’ at VA Medical Centers or their other locations for time NOT reported by the VAVS
- Attending a school or Eagle Scout meeting to tell students about the Americanism contest
- Mileage and hours associated with any and all Military Funeral Honors
- Fundraising activities, including time, mileage and money spent buying supplies and setting up for the event for AMVETS programs and activities
- Time spent taking a sick or hospitalized veteran to and from doctor’s appointments
What to Report - AMVETS in ACTION

- All volunteers and their hours for post events, even if they are from other organizations (i.e. Ladies Auxiliary members, Riders, Sons, etc.)
- Marching in a parade for Memorial Day, Veterans Day, etc. with your AMVETS Post
- Supporting and attending local Stand Downs
- Mileage and hours for attending and presenting JROTC and ROTC awards to outstanding cadets
- Conducting or supporting Troop Return celebrations
How Do I Get to Online Reporting?

Click "Program Reports"
How Do I Get to Online Reporting?

Click on “Online Reporting”
How Do I get on-line?

First time only
New User start here to create account and follow prompts

Returning User Sign-In:
Membership #:  
Password:  
Log In

New User?
If you have never used this system before, type your AMVETS Membership # below and press submit to start creating your account.

Membership #:  
Submit

(This applies to all AMVETS members, including Department and National administrators.)
Enter Your Personal Information (one time only)

AMVETS Post Programs Reporting

To create your account, use the following form. Your personal data will only be used to verify the validity of your information and on-line activity.

AMVETS Membership #: 
Choose Password: 
Confirm Password: (Please choose a password 6 characters or more in length)
Your Department: 
Your Post #: 

Please Note: All Department and National administrators must also establish a personal account, including your own home post number. If you are an administrator, contact the National Program Department to establish your authorized user level after submitting this form.

Full Name: 
Title: 
Email: 
Street: 
City: 
State Abbrev.: 
Zip: 
Phone #: 

Continue
Returning Members, Just Log In

**Returning User Sign-In:**
Membership #: 888869
Password: ********
Log In

**New User?**
If you have never used this system before, type your AMVETS Membership # below and press submit to start creating your account.

Membership #: 
Submit

(This applies to all AMVETS members, including Department and National administrators.)
Program Reporting Main Menu

Welcome, Take Any Member
Mr/Ms AMVETS
Department of Maryland
Post #1111
4647 Forbes Blvd.
Lanham, MD 20706
301.683.4030

- Review Reports
- Add New Program Data
- Analyze Reports
- Contact The National Director
- Modify Profile

Click Here to Add Data
To Add Data

Remember to select the correct ‘Ending’ date when new Period begins and the other one hasn’t ended.

?? QUESTIONS ??
USE THE Need Help? Screen ‘click here’

Click on Arrow to Open Drop Down Tab

<table>
<thead>
<tr>
<th>Program Category</th>
<th>Comments</th>
<th>Volunteers</th>
<th>Hours</th>
<th>Value @ $23.07 per hour</th>
<th>Miles</th>
<th>Value @ 14 cents/mile</th>
<th>Activity Cost</th>
<th>Cash Donations</th>
<th>Total Value of Program</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Totals

0 0 $0.00 0 $0.00 $0.00 $0.00 $0.00

Preview Data (Step 1 of 2)  Add More Blank Rows  Clear
Programs Reporting Help Page

Program Category  (See all program definitions)

- You have a choice of (37) specific program areas to report on by clicking on the drop down box.
- An entry in the comment field is not required for any of these; simply enter the number of volunteers and the total number of hours for those volunteers.
- However, you are encouraged to use the comment field when reporting on a Program area that may include multiple/different sub programs. Example: Americanism - the Post members and/or honor guard may have marched in a Memorial Day parade. In the comment field you simply enter three words (Memorial Day parade); four members may have visited several schools to promote and implement the Americanism Poster & Essay contest. In the comment field you simply enter (Poster/Essay Contest (4) schools).
- If you select Blood Drive or Clothing & Food Drive, these are specific and a comment is really not necessary or helpful.
- If you are reporting on your various Fund Raising projects you should briefly make an entry in the comment field (Fish Fry, Raised $500 Net)
- The “other” choice is to accommodate programs specific and unique to your post. However, before the program will submit your report for “other” categories you must enter a brief description of that program in the comment field.
- If you have any questions, please give the programs department a call at 301-683-4031.

Activity Cost

- If the post spent money, purchased supplies, food or awards, etc., in conducting the Program those expenses are entered in this field. (DO NOT ENTER THE TOTAL OF YOUR VOLUNTEER HOUR VALUE AND MILES VALUE.) They are counted only once and the program will calculate them, as they should be.

Cash Donations

- As an example, your post may be reporting on a Special Olympics program and in addition to providing manpower the post makes a $500 donation. That amount gets reported here. Any community project that your post provides “financial” assistance for would be reported here.

Non-Traditional Program Reporting

The last four choices in the drop down box are for non-traditional Program reporting and they are associated with the other four National Departments. These choices also “require” a comment to briefly define the activity before the information can be submitted.

- Communications/Public Relations Officer Activity: As an example - Your Post PRO could report a special effort he/she has made on a particular program.
- Legislative Activity: As an example - Your Post could report time spent by members directly involved with state legislative work on behalf of veterans and/or work in support of specific veteran legislative issues on Capitol Hill.
- Membership Activity: As an example - Your 1st Vice Commander for Membership could report a specific membership drive. (Booth at County Fair, gave out 200 membership applications.)
- Veteran Service/Claims Activity: As an example - Your Post Service Officer could report any specific facility and/or contacts made for referrals. Veterans transported to VA Medical Centers.

Program Category Definitions

These are not all inclusive, they are offered only as examples.

9/11 Ceremonies * Sept Only

- Please record any “Post” sponsored events and/or those that your Post officially participated in.
Select Program to report

Click On “Category” for the information to be entered
### Entering the Data

#### AMVETS Post Programs Reporting

**Six Month Period:** Ending June 2018

**Post #:** [0], **Department of:** [Maryland]

### Need help? Click here for instructions and definitions.

<table>
<thead>
<tr>
<th>Program Category</th>
<th>Comments</th>
<th>Volunteers</th>
<th>Hours</th>
<th>Value @ $24.14 per hour</th>
<th>Miles</th>
<th>Value @ 14 cents/mile</th>
<th>Activity Cost</th>
<th>Cash Donations</th>
<th>Total Value of Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>Americanism</td>
<td>XYZ School</td>
<td>2</td>
<td>2</td>
<td>$48.28</td>
<td>10</td>
<td>$1.40</td>
<td></td>
<td>$</td>
<td>$49.68</td>
</tr>
<tr>
<td></td>
<td></td>
<td>0</td>
<td>0</td>
<td>0.00</td>
<td>0</td>
<td>0.00</td>
<td></td>
<td>0</td>
<td>0.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>0</td>
<td>0</td>
<td>0.00</td>
<td>0</td>
<td>0.00</td>
<td></td>
<td>0</td>
<td>0.00</td>
</tr>
<tr>
<td><strong>Totals</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0</td>
<td>49.68</td>
</tr>
</tbody>
</table>

**Program Category – click drop down**

**Comments – ex. XYZ School**

**Volunteers – 2 (two) volunteers worked 1 hour each**

**Hours – enter 2 (two) i.e. 2 volunteers x 2 hours =**

**Value per hour - $48.28**

**Miles – calculate number of miles times volunteers, i.e. both drove 5 miles x 2 volunteers**

*Enter data and hit return after each entry.*

---

**To select another category just follow as above or SAVE by clicking Preview Data button (Step 1 of 2).**
# AMVETS Post Programs Reporting

**Six Month Period:** Ending June 2018  
**Post #0, Department of Maryland**

<table>
<thead>
<tr>
<th>Program Category</th>
<th>Comments</th>
<th>Volunteers</th>
<th>Hours</th>
<th>Value @ $24.14 per hour</th>
<th>Miles</th>
<th>Value @ 14 cents/mile</th>
<th>Activity Cost</th>
<th>Cash Donations</th>
<th>Total Value of Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>Americanism</td>
<td>XYZ School</td>
<td>2.0</td>
<td>2.0</td>
<td>$48.28</td>
<td>10.0</td>
<td>$1.40</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$49.68</td>
</tr>
<tr>
<td><strong>Totals</strong></td>
<td></td>
<td>2.0</td>
<td>2.0</td>
<td>$48.28</td>
<td>10.0</td>
<td>$1.40</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$49.68</td>
</tr>
</tbody>
</table>

**Submit Data (Step 2 of 2) | Make Changes**

To SAVE your data you **must** click on the Submit Data **button (Step 2 of 2)** or you will loose data and have to re-enter everything.
Review Your Entered Data

Click Here to Review
Review Your Entered Data

Any time during a 6-month reporting period the data/reports may be viewed and/or edited.

After the current period has closed, the data/reports may only be viewed in the Analyze Screens and may not be edited.
You have the option of printing the report or converting to an Excel File.
If you have made multiple entries during the reporting period they will be automatically combined into “one” report.
Analyze Reports

Click Here to Analyze and Print Charts
You may elect to convert report into an Excel sheet for further review and manipulation and/or save to your hard drive or flash drive.
Summary - You learned:

- How to do On-line Programs Reporting
- Who can use this on-line Reporting system
- Why it is important to report
- What should be reported
- How to get to Online Reporting
- How to log in
- How to Enter Data, Review Data and Analyze Reports
Frequently Ask Questions

- **Question:** What do I do if I forget my password?
  - That’s easy, just contact the Programs Team and they will reset your password

- **Question:** How do I set up an account to do Programs Reporting?
  - Refer to the slide ‘How Do I Get to Online Reporting?’, and it will guide you through the process
  - If you are really stumped contact the Programs Team
Question: Is there something in writing about what to report and not report?

It is impossible to put in writing everything that “should not” be reported; the list could become very lengthy. There needs to be some thought applied based on our objective: “AMVETS in ACTION”, use your best judgement.

- Hours nor expenses for maintaining post homes, department offices or travel for attending/participating in any type of meeting IS NOT to be reported.
- Refer to screens above on ‘What NOT to Report’ and ‘What to Report’ to help you determine the answer.
- Contact the Programs Team.
Quick Link and Contacts

- [https://www.amvets.us/reports/](https://www.amvets.us/reports/)

Need Help?

- Contact the National Programs team at 301-683-4031
  - Karla Lathroum, Programs Director, [klathroum@amvets.org](mailto:klathroum@amvets.org)
  - Lindsay Bonaparte, Programs Associate, [lbonaparte@amvets.org](mailto:lbonaparte@amvets.org)

*Thank you for your service to AMVETS and your Community!*