

## VFW Department of Washington Community Service Report Guidelines

This is a guide to assist you in completing your Community Service Report.

**ONE QUESTION:** Why do we have to report these activities?

**ANSWER:** We are a non-profit organization and we can justify our non-profit status by reporting our activities. A copy of this report should be on file at your Post in the event you are audited.

**DO NOT DOUBLE REPORT: Report your “numbers” only in 1 section of the CSR**  
Total all Members, Hours, Miles & Money and enter into boxes at bottom of page 2.

Community service must be performed by and as a representative of the VFW when it is for an organization outside of the VFW and its Auxiliaries and must be verified by an authorized representative of that organization. As it is, the intent of VFW community service to impact a broad spectrum of the local community.

In addition, efforts performed for the benefit of the Post or Auxiliaries should not be considered community service. An example of this type of effort would be maintenance, upkeep or beautification of the Post home, cooking or serving a meal for a Post fundraiser, or working on bingo night. Additionally, efforts that are part of the normal requirements of a Post or Auxiliary would not be considered community service. Examples of this would be providing an honor guard for a member's funeral, flying the American Flag, and conducting Flag retirement programs (unless this is performed for the entire community).

A particularly controversial area in VFW community service is service to one's church. Generally, these efforts are not considered community service for two reasons: 1) they are not performed for the community at large; 2) they are part of an individual's service to their faith and not to the VFW.

### **TAKE SPECIAL NOTE – Post & Auxiliary CHAIRMEN** **PLEASE SHARE WITH YOUR MEMBERS**

Analysis of the most recent Community Service Reports revealed that too many Posts and Auxiliaries are not clear on how community service hours and dollars should be reported.

**HOURS:** When the Post reports to the Department, they should list the hours of community service performed by the Post, affiliated Cootie Scratch, Auxiliary, and Rider Groups for that reporting period. **Only volunteer service hours benefiting the community are to be reported.** Volunteer hours committed to projects and activities benefiting the Post and its affiliated units listed above cannot be reported.

**MONEY:** The money that should be reported are the dollars & value donated or expended by the members in the performance of the community service hours reported, plus \$.14 per mile for each mile driven by the volunteers which is calculated at the end of page 2.

**DO NOT REPORT:** The value of the hours worked is a calculation made at the national level only. Posts and Departments should never report any figures derived from the value of hours worked.

**IMPORTANCE OF ACCURATE REPORTING:** It is of the utmost importance that VFW Posts and Auxiliaries report their volunteer hours and especially their donations accurately. A Post that inflates the amounts of money they donate, intentionally or otherwise, may place their not-for-profit status in jeopardy.