

# Programs Reporting Form

Reporting Period: May 1st, 2021 to April 15th, 2022 (only required to file 1 report)

Post # \_\_\_\_\_ Aux. # \_\_\_\_\_ District \_\_\_\_\_

Name of person completing this report: \_\_\_\_\_

Title: \_\_\_\_\_

Phone #: \_\_\_\_\_

Email address: \_\_\_\_\_

| Programs:          | # of Volunteers | Hours | Mileage | \$ Spent |
|--------------------|-----------------|-------|---------|----------|
| Youth Activities:  | _____           | _____ | _____   | _____    |
| Volunteer Vets:    | _____           | _____ | _____   | _____    |
| Americanism:       | _____           | _____ | _____   | _____    |
| Community Service: | _____           | _____ | _____   | _____    |

*Note: Report Safety Under Volunteer Vets*

## ***Report only what you can verify with the IRS by using meeting minutes and/or receipts.***

Be careful not to duplicate your reports. Submit only one report per event.

It is essential that the VFW maintain a valid system of program reporting in order to substantiate our tax exempt status (*income tax only*) and provide information about Post and Auxiliaries volunteer efforts in their communities.

Compile reports for the above Programs for charitable work allowed by the IRS. Only volunteer service projects representing the VFW and its Auxiliaries that benefit the community should be reported. Projects/Activities benefiting the VFW and/or its Auxiliaries CANNOT be reported. Examples of WHAT NOT to report; church activities, city council work, local service organizations, paid police and fireman activities and flying the flag daily are not reportable.

*DO NOT* calculate the dollars for volunteer hours or mileage, National will do this at the prevailing IRS rates.

*DO REPORT* actual cash expended or donated and/or the value of a gifts given.

Department will review all Post / Auxiliary reports and compile a summary and file a report with National.

**New: report online at [www.vfwne.com](http://www.vfwne.com)**