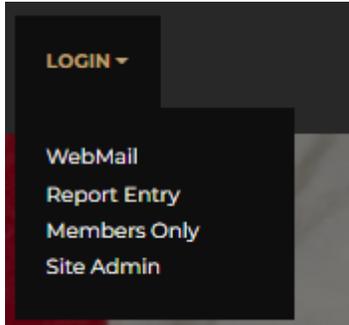


Community Service Reporting

1. Go to the Department of Kentucky website at www.vfwky.org
2. Select “Login” in the upper right corner and select “Members Only”



3. Enter your VFW Member # from your VFWE membership card under “Member ID #” and your last name under “Password”.

****The password is not case sensitive****



MEMBERS ONLY

Member ID #:

Password:

LOGIN

4. Once logged in, you only have 2 options that are below. You will need to select “Program Reporting”



MEMBERS ONLY

[Program Reporting](#)
[Dashboard](#)

5. Your Post #, District and email should be pre-populated. You will need to enter the Date that the community service activity took place. ****You can back date on the report if the event occurred on a previous day.****

**VFW Department of Kentucky
Community Service Reporting**

Please use the form below to enter your activity.
One report for ONE activity.

Post* District* Submitter Email*

3186 9 vfwmember@aol.com

Date of Activity*

03/07/2022

6. You will need to select a program that your community service activity falls under. Once a program is selected, additional options will pop up to select a sub-program that the event falls under. If your event does not align with one of the options, select “other” under community service.

Select a Program*

Community Service Veterans Assistance Legislative Advocacy

Youth Development

7. You will need to select the # of Hours the program took, # of miles driven (if any), # of members that participated (VFW & AUX) as well as Dollars spent or donated on the event. *** If you spent a total of 2 hours and 8 members participated, the total hours would be 16 (# of hours X # of members = total hours). Same goes with miles***

8. Enter a brief description of the event in the “Description Box”.

Hours*	Miles*	Members*
9	6	3
Dollars Spent/Donated*		
22.47		
Description *		
Members from VFW Post 12345 handed out water at the Support our Troops 5K run in Latonia, KY.		

Example above would be 3 members driving 2 miles each and volunteering for a total of 3 hours each with \$22.47 spent on water to distribute and calculate the cost of fuel.

9. Once all of the information is completed hit Submit at the bottom and it is sent to the department for approval.



The Department will review what is entered and approve the request if it meets the necessary criteria.