

AMVETS On-line Program Reporting



Revised February 2018

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
2nd Vice Cmdrs
Administrators

Post Level
All Officers
2nd 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*

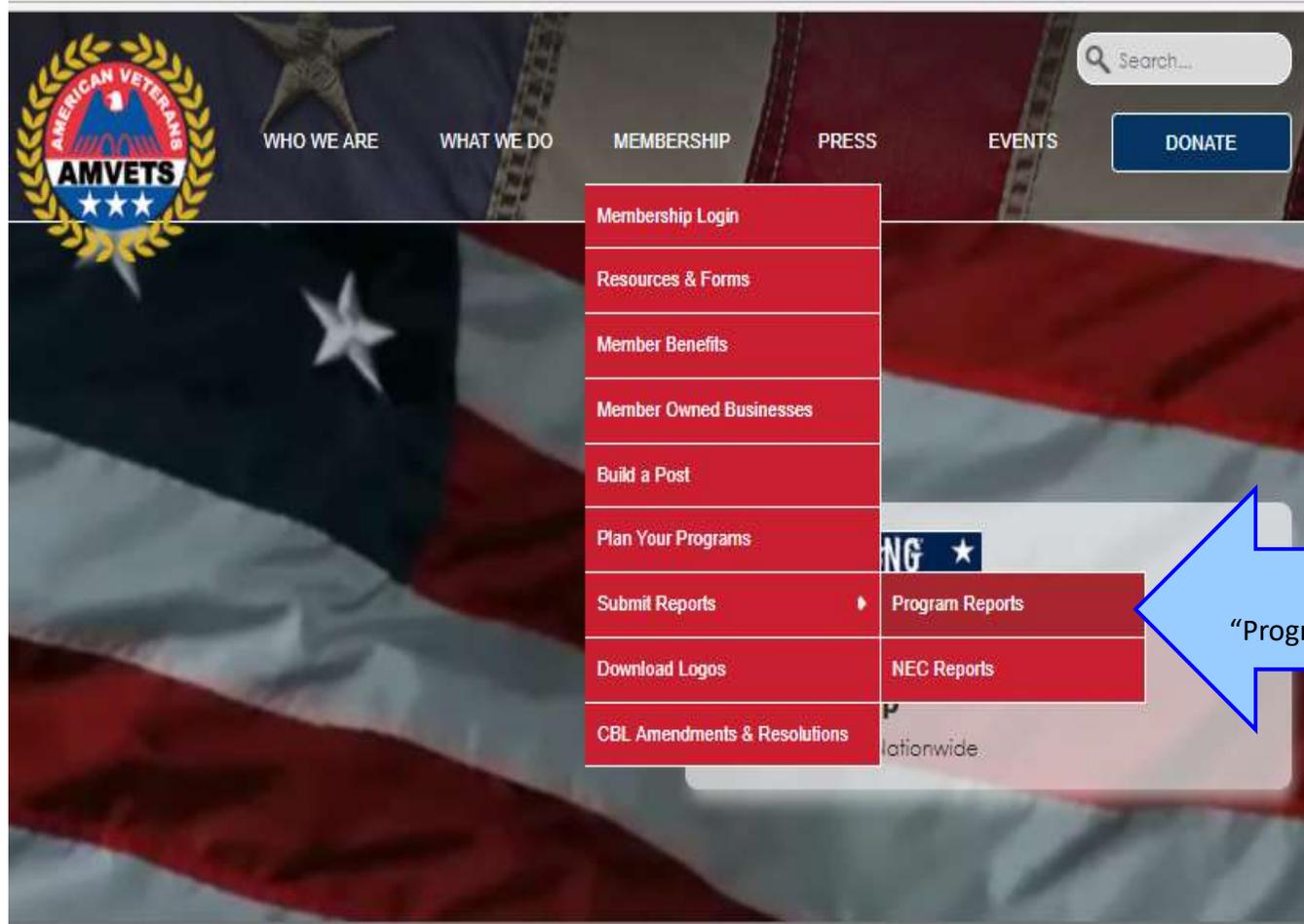
What to Report - AMVETS in ACTION

- 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?



How Do I Get to Online Reporting?

The screenshot shows the AMVETS website at amvets.org/program-reports/. The navigation bar includes links for WHO WE ARE, WHAT WE DO, MEMBERSHIP, PRESS, EVENTS, and DONATE. The main content area is titled 'Program Reports' and contains the following text:

Reporting Notes

Submitting paper reports has not been eliminated for those that do not have access to a computer. Continue sending your reports regularly to your department headquarters. Or better yet, visit your local library and enter the data online.

Departments are responsible to enter the data online for posts providing paper reports. This department action is required a minimum of two times each year. For the reporting periods ending June and December.

Posts from unorganized departments, without access to a computer, may send their paper reports directly to the National Programs Department.

Special Note for Department Officers:

If you have not logged onto the "Online Programs" system in order to track what your Posts are doing in the Programs area, please do so today and give us a call so we can set your user privilege at the department level. You can view the entire department online and determine exactly what posts have or have not reported. How does your department compare with other departments in terms of the number of posts reporting?

Login to Online Reporting

Online Reporting

Click on "Online Reporting"

Additional Links

- [AMVETS Online Reporting Guide](#) – PDF file
- [Program Category Definitions](#)
- [Sample Reports Available](#)
- [How to Plan Quality Programs](#)

How Do I get on-line?



AMVETS Post Programs Reporting System

Returning User Sign-In:

Membership #:

Password:

New User?

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

Membership #:

(This applies to all AMVETS members, including Department and National administrators.)

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

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: (Please choose a password 6 characters or more in length)

Confirm Password:

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 #:

Returning Members, Just Log In

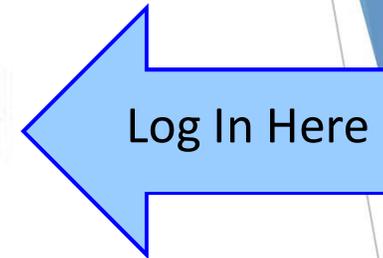


AMVETS Post Programs Reporting System

Returning User Sign-In:

Membership #:

Password:



New User?

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

Membership #:

(This applies to all AMVETS members, including Department and National administrators.)

Program Reporting Main Menu



**AMVETS
Post
Programs
Reporting
System**

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.



AMVETS Post Programs Reporting

Six Month Period: Ending June 2016
 Post #: 888888, Department of Maryland

Need help? [Click here](#) for instructions and definitions.

?? QUESTIONS ??
USE THE Need Help?
Screen 'click here'

Click on Arrow to Open Drop Down Tab

Program Category	Comments	Volunteers	Hours	Value @ \$23.07 per hour	Miles	Value @ 14 cents/mile	Activity Cost	Cash Donations	Total Value of Program
▼				\$ 0.00		\$ 0.00	\$	\$	\$ 0.00
▼				\$ 0.00		\$ 0.00	\$	\$	\$ 0.00
▼				\$ 0.00		\$ 0.00	\$	\$	\$ 0.00
▼				\$ 0.00		\$ 0.00	\$	\$	\$ 0.00
▼				\$ 0.00		\$ 0.00	\$	\$	\$ 0.00
▼				\$ 0.00		\$ 0.00	\$	\$	\$ 0.00
▼				\$ 0.00		\$ 0.00	\$	\$	\$ 0.00
▼				\$ 0.00		\$ 0.00	\$	\$	\$ 0.00
▼				\$ 0.00		\$ 0.00	\$	\$	\$ 0.00
▼				\$ 0.00		\$ 0.00	\$	\$	\$ 0.00
▼				\$ 0.00		\$ 0.00	\$	\$	\$ 0.00
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

Close Window

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.

You **Must** Click the 2nd Time



AMVETS Post Programs Reporting

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

Program Category	Comments	Volunteers	Hours	Value @ \$24.14 per hour	Miles	Value @ 14 cents/mile	Activity Cost	Cash Donations	Total Value of Program
Americanism	XYZ School	2.0	2.0	\$ 48.28	10.0	\$ 1.40	\$ 0.00	\$ 0.00	\$ 49.68
Totals		2.0	2.0	\$ 48.28	10.0	\$ 1.40	\$ 0.00	\$ 0.00	\$ 49.68

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



**AMVETS
Post
Programs
Reporting
System**

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
- Exit

**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.

Post On-Line Report



AMVETS Post Programs Reporting Home

Six Month Period: Ending Dec. 2004
District: District III
Department: Florida
Post: Post #32

Kenneth L Sparks
Vice Commander of Programs Dept of Florida

	Post #	Program Category	Comments	Volun
<input type="button" value="Edit"/>	32	Support for Troops		
<input type="button" value="Edit"/>	32	Mil Fun Hon Guard		
<input type="button" value="Edit"/>	32	Mil Fun Hon Guard		
<input type="button" value="Edit"/>	32	Mil Fun Hon Guard		
<input type="button" value="Edit"/>	32	* Vet Ser/Claim Activity	Donate space in Pos	
<input type="button" value="Edit"/>	32	* Vet Ser/Claim Activity	Donate Post Space f	
<input type="button" value="Edit"/>	32	* Vet Ser/Claim Activity	donate Post space f	
<input type="button" value="Edit"/>	32	Mil Fun Hon Guard		
<input type="button" value="Edit"/>	32	* Vet Ser/Claim Activity	rehab clinic at post	
<input type="button" value="Edit"/>	32	* Vet Ser/Claim Activity	rehab clinic at post	
<input type="button" value="Edit"/>	32	* Vet Ser/Claim Activity	rehab clinic at post	
Totals				

You have the option of printing the report or converting to an Excel File

Post On-Line Report

AMVETS Post Programs Reporting [Home](#)

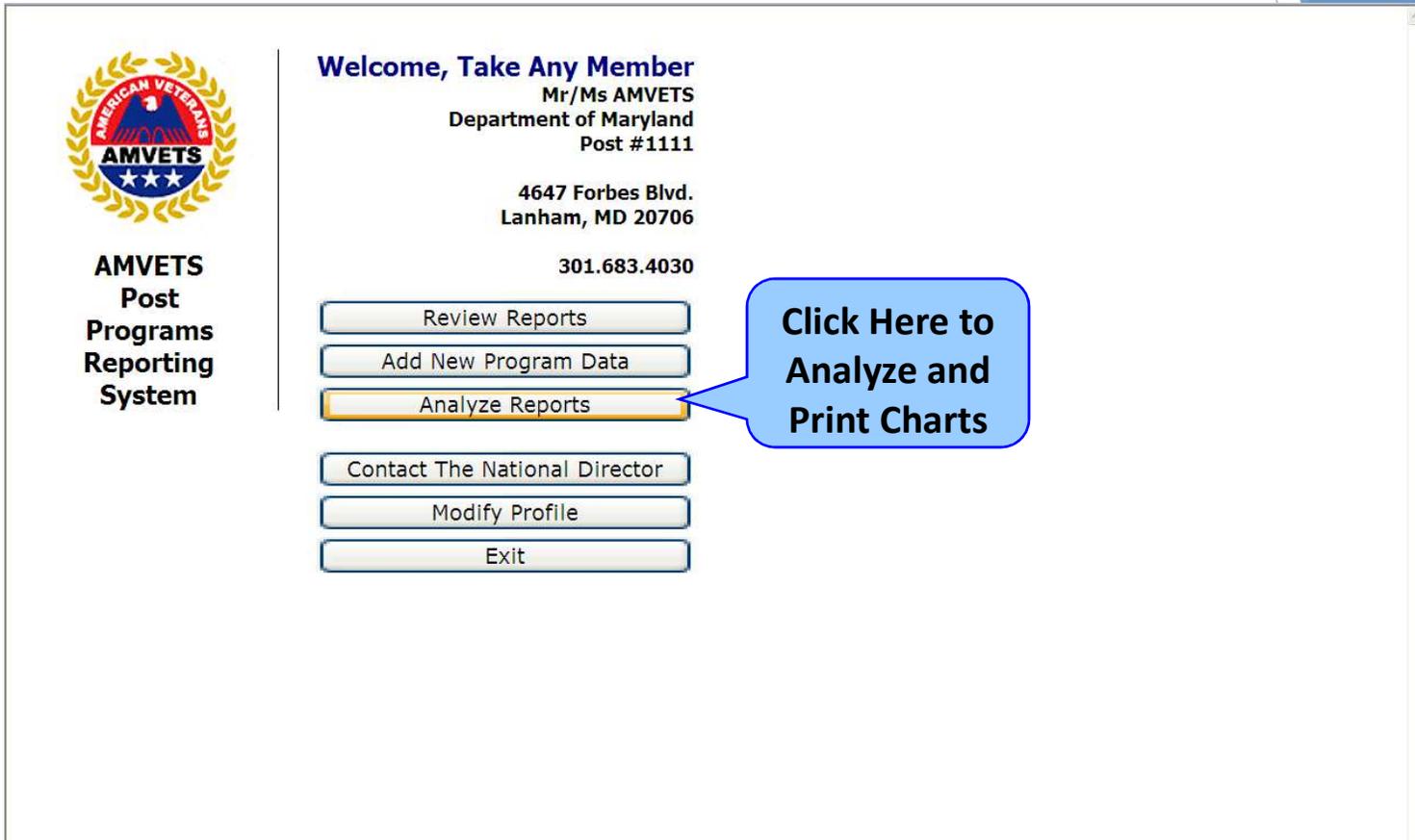
Six Month Period: Ending Dec. 2004
District: District III
Department: Florida
Post: P-32

Kenneth L Sparks
Vice Commander of Programs Dept of Florida

Post #	Program Category	Volun
Edit 32	Support for Tro	
Edit 32	Mil Fun H	
Edit 32	M	
Edit 32	Mil Fun	
Edit 32	* Vet Ser/C	alic
Edit 32	* Vet Ser	
Edit 32	* V	
Edit 32	Mil Fun Hon Guard	
Edit 32	* Vet Ser/Claim A	ref at p
Edit 32	* Vet Ser/Claim	activity reh at pos
Edit 32	* Vet Ser/Claim Activity	reha ic at post
Totals		

[Printer Friendly Version](#) [Download Excel File](#)

Analyze Reports





**AMVETS
Post
Programs
Reporting
System**

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
- Exit

**Click Here to
Analyze and
Print Charts**

Analyze Reports

Select the data set:

Six Month Period:

- | | | | | |
|--|---|---|---|---|
| <input type="checkbox"/> Ending June 2018 | <input type="checkbox"/> Ending June 2015 | <input type="checkbox"/> Ending June 2012 | <input type="checkbox"/> Ending June 2009 | <input type="checkbox"/> Ending June 2006 |
| <input checked="" type="checkbox"/> Ending Dec. 2017 | <input type="checkbox"/> Ending Dec. 2014 | <input type="checkbox"/> Ending Dec. 2011 | <input type="checkbox"/> Ending Dec. 2008 | <input type="checkbox"/> Ending Dec. 2005 |
| <input type="checkbox"/> Ending June 2017 | <input type="checkbox"/> Ending June 2014 | <input type="checkbox"/> Ending June 2011 | <input type="checkbox"/> Ending June 2008 | <input type="checkbox"/> Ending June 2005 |
| <input type="checkbox"/> Ending Dec. 2016 | <input type="checkbox"/> Ending Dec. 2013 | <input type="checkbox"/> Ending Dec. 2010 | <input type="checkbox"/> Ending Dec. 2007 | <input type="checkbox"/> Ending Dec. 2004 |
| <input type="checkbox"/> Ending June 2016 | <input type="checkbox"/> Ending June 2013 | <input type="checkbox"/> Ending June 2010 | <input type="checkbox"/> Ending June 2007 | |
| <input type="checkbox"/> Ending Dec. 2015 | <input type="checkbox"/> Ending Dec. 2012 | <input type="checkbox"/> Ending Dec. 2009 | <input type="checkbox"/> Ending Dec. 2006 | |

District:

Department:

Post:

Select the Program Categories to include:

[Check All](#) [Uncheck All](#)

- | | | | | | |
|---|--|--|---|--|---|
| <input checked="" type="checkbox"/> 9/11 Ceremonies * Sept Only | <input checked="" type="checkbox"/> Clothing & Food | <input checked="" type="checkbox"/> POW/MIA | <input checked="" type="checkbox"/> Sick & Hospitalized Veterans | <input checked="" type="checkbox"/> White Clover | <input type="checkbox"/> * JUNIORS (only) |
| <input checked="" type="checkbox"/> AMVETS Task Force DVD | <input type="checkbox"/> * Fund Raising | <input checked="" type="checkbox"/> ROTC | <input checked="" type="checkbox"/> Special Olympics | <input checked="" type="checkbox"/> Women Veterans & Service Members | <input type="checkbox"/> * Dept / Nat Use - Serv Fdns' (only) |
| <input checked="" type="checkbox"/> AADAA | <input checked="" type="checkbox"/> Homeless Veterans | <input checked="" type="checkbox"/> * S.A.V.E./Suicide Awareness | <input checked="" type="checkbox"/> Support for National Guard Troops | <input checked="" type="checkbox"/> * Other (Community Ser. - Be specific) | <input checked="" type="checkbox"/> * Com/PRO Activity |
| <input checked="" type="checkbox"/> Americanism | <input checked="" type="checkbox"/> Honor Flight Network | <input checked="" type="checkbox"/> Safe Driver | <input checked="" type="checkbox"/> Support Our Troops (Not Guard Specific) | <input type="checkbox"/> * CODE Career Center Team Members | <input checked="" type="checkbox"/> * Legislative Activity |
| <input checked="" type="checkbox"/> Blood Drives | <input checked="" type="checkbox"/> Mil Funeral Honors | <input checked="" type="checkbox"/> Scholarship Assistance | <input checked="" type="checkbox"/> Vet History Project (Lib of Cong) | <input type="checkbox"/> * RIDERS CHAPTERS (only) | <input checked="" type="checkbox"/> * Membership Activity |
| <input checked="" type="checkbox"/> Care Bear | <input checked="" type="checkbox"/> Organ & Bone Marrow Donors | <input checked="" type="checkbox"/> Scouting | <input checked="" type="checkbox"/> * Vietnam War 50th Commemoration | <input type="checkbox"/> * SAD SACKS (only) | <input checked="" type="checkbox"/> * Vet Ser/Claim Activity |

Select how to display category totals:

- Totals by Individual Categories
 Combine all Category Totals

Select the detail level:

- National
 District
 Department
 Post
 All Detail

Analyzed Report



AMVETS Post Programs Reporting

Kenneth L Sparks
Vice Commander of Programs Dept of Florida

[Home](#)

Back

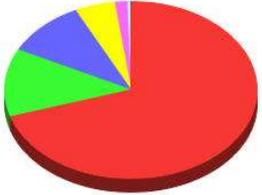
Six Month Period: Ending Dec. 2004
 District: District III
 Department: Florida
 Post #: 35

Categories: AADAA, Americanism, Blood Drives, Care Bear, Clothing & Food, Fund Raising, Homeless Veterans, Hosp Veterans, Mil Fun Hon Guard, Org & Bone Donors, POW/MIA, ROTC, Safe Driver, Scouting, Special Olympics, Support for Troops, Vet History Project, White Clover, * Other General (use comment), * Other (Com. Ser. - Be specific), * Com/PRO Activity, * Legislative Activity, * Membership Activity, * Vet Ser/Claim Activity

District	Department	Program Category	Volunteers	Hours
District III	Florida	Americanism	56.0	2590.5
District III	Florida	* Com/PRO Activity	3.0	138.0
District III	Florida	* Vet Ser/Claim Activity	0.0	0.0
District III	Florida	Hosp Veterans	2.0	14.3
District III	Florida	ROTC	4.0	4.0
District III	Florida	Fund Raising	13.0	263.0
District III	Florida	* Other (Com. Ser. - Be specific)	45.0	300.0
Totals			123.0	3390.6000

Printer Friendly Version

Download Excel File



- Florida, Americanism \$39972.795 (70.09%)
- Florida, * Other (Com. Ser. - Be specific) \$7051.2495 (12.36%)
- Florida, Fund Raising \$5868.32 (10.29%)
- Florida, * Com/PRO Activity \$2932.82 (5.14%)
- Florida, Hosp Veterans \$895.327 (1.57%)
- Florida, ROTC \$269.92 (0.47%)
- Florida, * Vet Ser/Claim Activity \$40 (0.07%)

Florida, * Vet Ser/Claim Activity \$ 40 (0.07014%)

Florida, ROTC \$ 269.92 (0.47329%)

Florida, Hosp Veterans \$ 895.327 (1.56991%)

Florida, * Com/PRO Activity \$ 2932.82 (5.14255%)

Florida, Fund Raising \$ 5868.32 (10.2898%)

Florida, * Other (Com. Ser. - Be specific) \$ 7051.2495 (12.36401%)

Florida, Americanism \$ 39972.795 (70.0914%)

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

Frequently Ask Questions

- **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/>
- ▶ Need Help?
 - ▶ Contact the National Programs team at 301-683-4031
 - ▶ Karla Lathroum, Programs Director, klathroum@amvets.org
 - ▶ Lindsay Bonaparte, Programs Associate, lbonaparte@amvets.org

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