

DEPARTMENT REPORTING GUIDELINES

Reporting starts May 1, 2011 and ends April 30, 2012. Also, programs have changed for the 2011-2012 VFW year. We request Posts report as often as possible and all reporting activities be done on-line or sent directly to the appropriate chairman.

**PLEASE NOTE NEW REPORTING FORM visit our home page at www.vfwca.org or go to www.ca.vfwportal.net/ and enter your program reporting information.
PLEASE NOTE – FORM 12'S ARE NO LONGER ACCEPTED**

DEPARTMENT CHAIRMEN:

As set forth by our National Organization, the program reporting year ends April 30. Therefore, to ensure Department has sufficient lead time to prepare citations, plaques, etc. for award presentation at the Department Convention, Department Chairmen are to submit outstanding District and Post nominees to reach Department Headquarters not later than May 3.

Program Chairman: To log on to see the status of your program within the Department, go to the portal listed above and type in the following: for username, type in progrd, and for password type in prog.

NOTE: All reporting forms are now located in the Forms Section of this Program guidebook.

REPORTING OVERVIEW:

It is important that Posts and Auxiliaries form a working relationship for these combined projects and do not submit “double reporting.”