



PROGRAMS

DASHBOARD

TRAINING

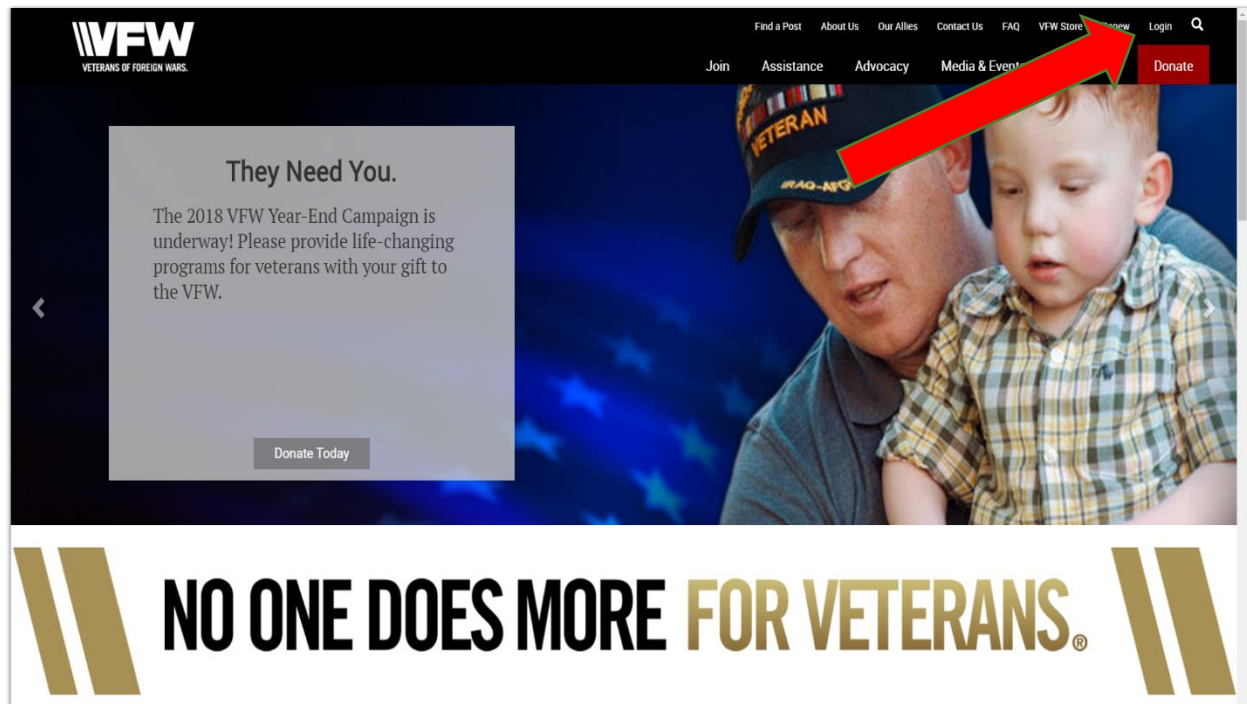
GUIDE



Programs DASHBOARD Training Instructions

Any Member ACCESS:

Navigate to the VFW website at www.vfw.org and sign in using the login option on the top right of the home page & Log In



After logging in you will be defaulted to the “My VFW” page. Click on the Programs Dashboard Tool. For training resources click on the Programs Dashboard Training Resources

The screenshot shows the 'My VFW' page on the VFW website. The navigation bar at the top includes links for My VFW, Assistance, Advocacy, Media & Events, Community, Donate, and Logout. The main content area is titled 'My VFW' and includes a welcome message for members. A red arrow points to the 'Programs Dashboard Tool' link in the 'Membership Quick Links' section. Other links in this section include Online Membership System (OMS), MemStats Report, Programs Dashboard Tool Training, Renew My Membership, Become a Life Member, Become or Upgrade to Legacy Life, Membership Recruiting and Retention, Request a Duplicate Card, Access Department/Post VMail, and Membership Recruiting Brochures Order Form. To the right, there are sections for 'Get Your Digital Membership Card' (with Apple Wallet and Google Pay options), 'Connect with Us' (with social media icons), and 'Find Local VFW Posts'.

My VFW - VFW

vfw.org/my-vfw

My VFW Assistance Advocacy Media & Events Community Donate Logout

Home

My VFW

As a member of the Veterans of Foreign Wars, you're entitled to special privileges. Right here is where it starts! From managing your membership online to exclusive tools for Post and Department leaders, this page is your "members only" entrance to the VFW.

[Operational Guidance and Information on COVID-19](#)

Get Your Digital Membership Card

Add to Apple Wallet

Google Pay Save to phone

Membership Quick Links

- Online Membership System (OMS)
- MemStats Report
- Programs Dashboard Tool
- Programs Dashboard Tool Training
- Renew My Membership
- Become a Life Member
- Become or Upgrade to Legacy Life
- Membership Recruiting and Retention
- Request a Duplicate Card
- Access Department/Post VMail
- Membership Recruiting Brochures Order Form

Connect with Us

Find Local VFW Posts

Find a VFW Post to get in touch with VFW members near you, or visit a [VFW state Department website](#) here.

Waiting for proxy tunnel...

Type here to search

76°F Mostly sunny 10:08 AM 8/15/2022

Your View will be based on the Post that you belong to with the District Status and Department Status above. Any member has this view and can search for any Post/District/Department.


Hello, Lynn Rolf Logout

[Home](#)
[Actions](#)
[Entries](#)
[Reports](#)

All American Eligible Report

Statistics :

Post Statistics

Details :

Posts in Department

Program Year :

2018-2019

Post :

56

☒ All
 ☐ Met
 ☐ Unmet

Generate Report

Export as PDF

Export as CSV

Department	District	Post	Veterans & Military Support Donation	Voice of Democracy	Patriot's Pen	Teacher Award	Buddy Poppy Order	Membership	Service Officer	National Legislative Service	National Veterans Services
Kansas			Unmet	Unmet	Unmet	Unmet	N/A	Unmet	Met	Unmet	Unmet
Kansas	1		N/A	Unmet	Unmet	Unmet	N/A	Unmet	N/A	N/A	N/A
Kansas	1	56	Unmet	Unmet	Unmet	Unmet	Met	Unmet	Met	N/A	N/A

1

15

items per page

1 - 3 of 3 items

To search Click on the Statistics option for level you would like to see from National, Department, and Post. Details Option helps you list what all you want to see in the levels. For example, District & Department Summary or all Posts within a Department. Once you have

made a selection Click on Generate Report (IN BLACK BUTTON) and then you will receive the populated report.

1. The status bar on the Dashboard will be reflected in the Color **Yellow** as Pending the level that has not approved your report.
2. The Dashboard will not change to **Green** until National Programs has approved.
3. The Dashboard will remain **Red** until a report is entered.

Post/District/Department Reporting

District Commander/District SVC/JVC/QM Have access to report as of July 2022

1.Post CDR/SVC/JVC/QM/Adjutant have access to report.

2. Officers will be granted permissions August 1st based on election reports to access the reporting functions.

Hello, Lynn Rolf Logout
Home Actions Entries Reports

All American Eligible Report

Summary

Met	Unmet
0	1

Statistics : Post Statistics

Details : Posts in Department

Program Year : 2018-2019

Post : 56

☒ All ☐ Met ☐ Unmet

Generate Report

Export as PDF

Export as CSV

Department	District	Post	Veterans & Military Support Donation	Voice of Democracy	Patriot's Pen	Teacher Award	Buddy Poppy Order	Membership	Service Officer	National Legislative Service	National Veterans Services
Kansas			Unmet	Unmet	Unmet	Unmet	N/A	Unmet	Met	Unmet	Unmet
Kansas	1		N/A	Unmet	Unmet	Unmet	N/A	Unmet	N/A	N/A	N/A
Kansas	1	56	Unmet	Unmet	Unmet	Unmet	Met	Unmet	Met	N/A	N/A

1

15 items per page

1 - 3 of 3 items

3. Adjutant will collect participation reports from Chairman at Post/District/Department.

4. Adjutant will Click on the Entry Tab at the Top Right under your name

The screenshot shows the VFW Programs - Entries web application. A red arrow points to the 'Entry' tab in the top navigation bar. The main content area displays a table of entries. The table has the following columns: Date, Time, Program, Department, District, Post, Submitted By, Submit Level, Approval Level, Status, and Actions. The table lists several entries, including 'Veterans & Military Support Donation' and 'Buddy Poppy Order'.

Date	Time	Program	Department	District	Post	Submitted By	Submit Level	Approval Level	Status	Actions
06/27/2019	02:00:50 PM	Veterans & Military Support Donation	California	2	7142	Linda Ferguson	National	National	Completed	View Correct
06/27/2019	01:02:27 PM	Veterans & Military Support Donation	New Jersey	18	12165	Linda Ferguson	National	National	Completed	View Correct
06/27/2019	01:01:32 PM	Veterans & Military Support Donation	Tennessee	7	1814	Linda Ferguson	National	National	Completed	View Correct
06/27/2019	12:21:15 PM	Veterans & Military Support Donation	North Carolina	2	2771	Robert Stephens	Post	District	Pending	View
06/27/2019	11:04:35 AM	Buddy Poppy Order	Colorado	1	1	Lynn Rolf	National	National	Completed	View Correct
06/27/2019	11:04:35 AM	Buddy Poppy Order	Pennsylvania	22	3	Lynn Rolf	National	National	Completed	View Correct
06/27/2019	11:04:35 AM	Buddy Poppy Order	Minnesota	4	5	Lynn Rolf	National	National	Completed	View Correct

5. You will see a listing of previous entries if submitted and status

6. To enter a report Click on + Create Entry Green Button

The screenshot shows the VFW Programs - Entries web application. The top navigation bar includes the VFW logo, the text "VETERANS OF FOREIGN WARS", and user information: "Hello, Lynn Rolf Logout". Below the navigation bar, there are links for "Home", "Actions", "Entries", and "Reports".

The main content area is titled "Entries" and features a sidebar on the left with a "Filters" section. The sidebar includes an "Export as CSV" button, "Clear" and "Apply" buttons, and a "Time Frame" dropdown set to "Any Day". Below this, there are several filter categories with dropdown menus: "Columns", "Program Year" (2018-2019), "Entry Type" (All), "Program" (All), "Department" (All), "District", "Post", "Submitted By", "Submit Level" (All), "Approval Level" (All), and "Status" (All).

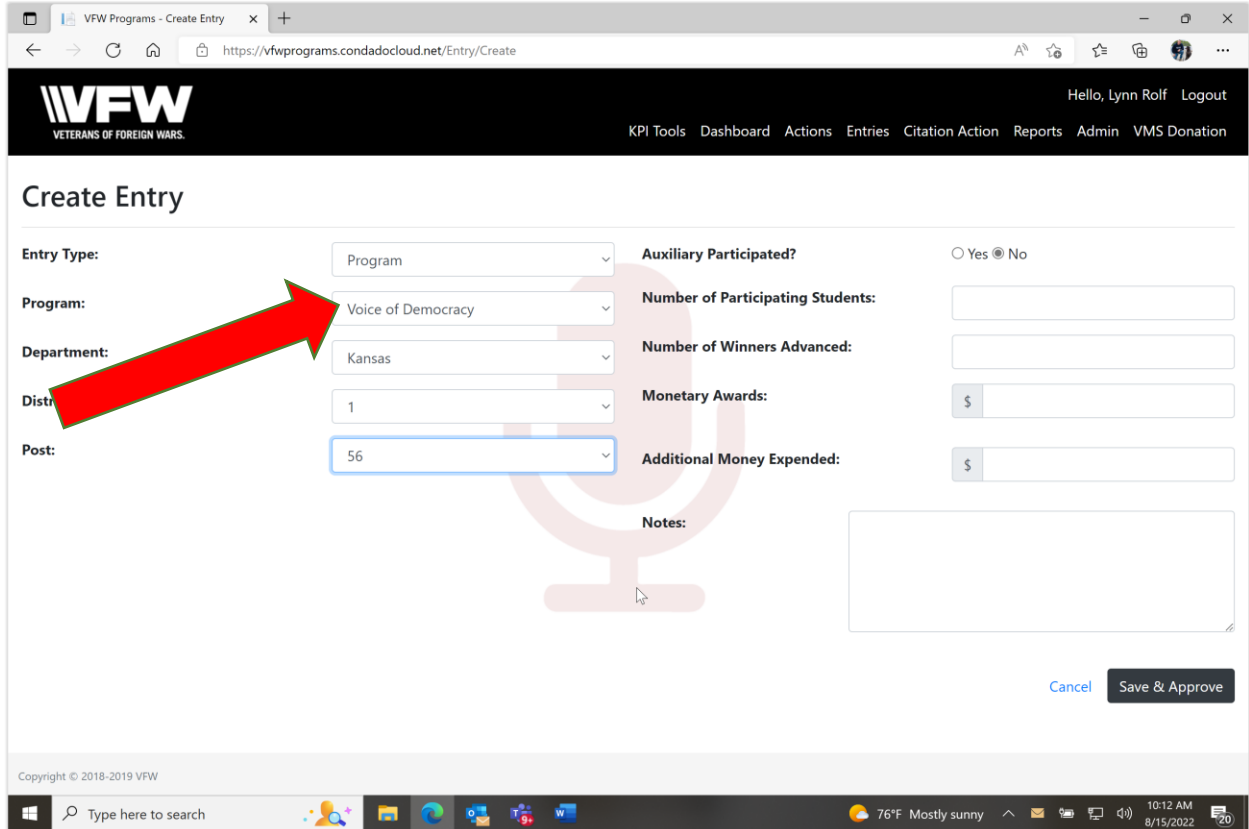
A large red arrow points from the "Filters" section to the "+ Create Entry" button located at the top of the main table.

The main table displays a list of entries with the following columns: Date, Time, Program, Department, District, Post, Submitted By, Submit Level, Approval Level, Status, and Actions. The table contains 8 rows of data.

Date	Time	Program	Department	District	Post	Submitted By	Submit Level	Approval Level	Status	Actions
06/27/2019	02:00:50 PM	Veterans & Military Support Donation	California	2	7142	Linda Ferguson	National	National	Completed	View Correct
06/27/2019	01:02:27 PM	Veterans & Military Support Donation	New Jersey	18	12165	Linda Ferguson	National	National	Completed	View Correct
06/27/2019	01:01:32 PM	Veterans & Military Support Donation	Tennessee	7	1814	Linda Ferguson	National	National	Completed	View Correct
06/27/2019	12:21:15 PM	Veterans & Military Support Donation	North Carolina	2	2771	Robert Stephens	Post	District	Pending	View
06/27/2019	11:04:35 AM	Buddy Poppy Order	Colorado	1	1	Lynn Rolf	National	National	Completed	View Correct
06/27/2019	11:04:35 AM	Buddy Poppy Order	Pennsylvania	22	3	Lynn Rolf	National	National	Completed	View Correct
06/27/2019	11:04:35 AM	Buddy Poppy Order	Minnesota	4	5	Lynn Rolf	National	National	Completed	View Correct

The bottom of the screenshot shows a Windows taskbar with the search bar and various application icons. The system clock in the bottom right corner indicates the time is 2:15 PM on 6/27/2019.

7. Click on Program Box and select specific program for entry report



The screenshot shows a web browser window with the URL <https://vfwprograms.condadocloud.net/Entry/Create>. The page header includes the VFW logo and navigation links: KPI Tools, Dashboard, Actions, Entries, Citation Action, Reports, Admin, and VMS Donation. The user is logged in as Lynn Rolf. The main form is titled "Create Entry" and contains the following fields:

- Entry Type: Program
- Program: Voice of Democracy (highlighted by a red arrow)
- Department: Kansas
- District: 1
- Post: 56
- Auxiliary Participated?: Yes (selected)
- Number of Participating Students: (empty)
- Number of Winners Advanced: (empty)
- Monetary Awards: \$ (empty)
- Additional Money Expended: \$ (empty)
- Notes: (empty text area)

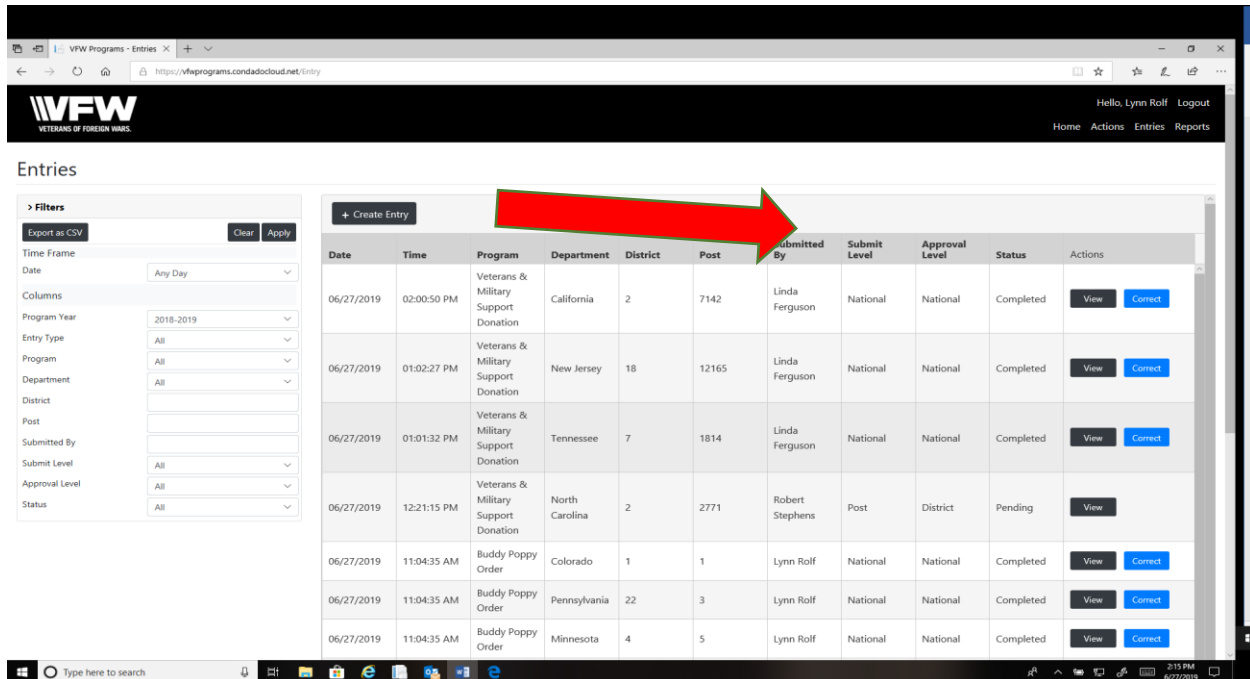
At the bottom right of the form are "Cancel" and "Save & Approve" buttons. The footer shows copyright information for 2018-2019 VFW and a Windows taskbar with the date 8/15/2022.

8. In the notes box explain exactly what your reporting with details.

9. Every Box will be pre-populated based on what permissions are assigned to your role. You can only report on your Post/District/Department.

10. Once complete you can Save and come back until ready to submit. When ready to submit Click the Save & Approve Button.

11. The entry that you submitted will be back in the initial screen and will tell you status as it moves up the Chain for approval.



The screenshot shows the VFW Programs - Entries interface. On the left is a 'Filters' sidebar with options like 'Export as CSV', 'Time Frame', 'Columns', 'Program Year', 'Entry Type', 'Program', 'Department', 'District', 'Post', 'Submitted By', 'Submit Level', 'Approval Level', and 'Status'. The main area displays a table of entries. A red arrow points to the 'Submitted By' column header.

Date	Time	Program	Department	District	Post	Submitted By	Submit Level	Approval Level	Status	Actions
06/27/2019	02:00:50 PM	Veterans & Military Support Donation	California	2	7142	Linda Ferguson	National	National	Completed	View Correct
06/27/2019	01:02:27 PM	Veterans & Military Support Donation	New Jersey	18	12165	Linda Ferguson	National	National	Completed	View Correct
06/27/2019	01:01:32 PM	Veterans & Military Support Donation	Tennessee	7	1814	Linda Ferguson	National	National	Completed	View Correct
06/27/2019	12:21:15 PM	Veterans & Military Support Donation	North Carolina	2	2771	Robert Stephens	Post	District	Pending	View
06/27/2019	11:04:35 AM	Buddy Poppy Order	Colorado	1	1	Lynn Rolf	National	National	Completed	View Correct
06/27/2019	11:04:35 AM	Buddy Poppy Order	Pennsylvania	22	3	Lynn Rolf	National	National	Completed	View Correct
06/27/2019	11:04:35 AM	Buddy Poppy Order	Minnesota	4	5	Lynn Rolf	National	National	Completed	View Correct

***The Higher level can submit on behalf of the lower level in the entry tab**

***The Higher level can approve on behalf of the lower level by clicking on My Organizations Action on the left**

***Buddy Poppy will be updated once department places order with VFW Store. Department must reconcile if fulfilled from Department inventory for post credit.**

***VMS Donation will be updated at midnight the day the donation was made. Be patient do not click submit more than once.**

Post/District/Department Adjutant Access: Actions Button

Post Commander/SVC/JVC/QM now have access to report. 1 Report will be authorized.

- 4. Actions are defined as you have a report to approve or reject for revision based on the level approval authority your role is defined as (District, Department & National)**
- 5. Officers must regularly review these actions to give credit to their lower level entity. The status bar on the Dashboard will be Reflected in the Color **Yellow** as Pending the level that has not approved.**
- 6. The Dashboard will not change to **Green** until National Programs has approved.**
- 7. The Dashboard will remain **Red** until a report is entered.**

8. When a Submission is Pending Approval Click on Alert. **Example Pending Alert In RED**

The screenshot shows the VFW Programs Dashboard. A red arrow points to a red alert banner that reads: "Notice: You have 1 pending Awards or Citations awaiting your approval. [Click here](#) to review." Below the alert, the page title is "All American Eligible Report". To the right, a "Summary" table shows "Met" (296) and "Unmet" (209). Below this, there are filters for "Statistics" (National Statistics), "Details" (District and Department Summary), and "Program Year" (2018-2019). There are also buttons for "Generate Report", "Export as PDF", and "Export as CSV". The main part of the dashboard is a table with 12 columns: Department, District, Post, Veterans & Military Support Donation, Voice of Democracy, Patriot's Pen, Teacher Award, Buddy Poppy Order, Membership, Service Officer, National Legislative Service, and National Veterans Services. The table lists data for Alabama (Districts 1-8), Alaska, and Arizona. The "Membership" column for Alabama Districts 5, 6, and 7 is highlighted in red and labeled "Unmet".

Department	District	Post	Veterans & Military Support Donation	Voice of Democracy	Patriot's Pen	Teacher Award	Buddy Poppy Order	Membership	Service Officer	National Legislative Service	National Veterans Services
Alabama			Met	Met	Met	Met	N/A	Met	Met	Met	Met
Alabama	1		N/A	Met	Met	Met	N/A	Met	N/A	N/A	N/A
Alabama	2		N/A	Met	Met	Met	N/A	Met	N/A	N/A	N/A
Alabama	3		N/A	Met	Met	Met	N/A	Met	N/A	N/A	N/A
Alabama	4		N/A	Met	Met	Met	N/A	Met	N/A	N/A	N/A
Alabama	5		N/A	Met	Met	Met	N/A	Unmet	N/A	N/A	N/A
Alabama	6		N/A	Met	Met	Met	N/A	Unmet	N/A	N/A	N/A
Alabama	7		N/A	Met	Met	Met	N/A	Unmet	N/A	N/A	N/A
Alabama	8		N/A	Met	Met	Met	N/A	Met	N/A	N/A	N/A
Alaska			Met	Met	Met	Met	N/A	Met	Met	Met	Met
Arizona			Met	Met	Met	Met	N/A	Met	Met	Met	Met

Reports Button

1. All Participation reports will be tallied and featured here.
2. Click on the Report Button and a drop down will show the reports available.
3. Click the Department & or District
4. You will see a pop that asks you to Save or Open.

VFW
VETERANS OF FOREIGN WARS.

Reports

Report:

Program Year :

Department-Voice_of_Democracy_06-27-2019_03-10-24-286.pdf - Adobe Acrobat Reader DC

File Edit View Window Help

Home Tools Department-Voice_...

Bookmarks

- 2018-2019

2018-2019

DEPARTMENT PARTICIPATION SUMMARY REPORT VFW VOICE OF DEMOCRACY ESSAY CONTEST

DEPARTMENT OF

Kansas

PARTICIPATION TOTALS

POST	53	STUDENTS	1060
AUXILIARY	53	POST WINNERS ADVANCED	53
DISTRICTS	7	COUNTY COUNCILS	0

List below the actual amount if money expended for all awards: List below the actual amount of additional expenses money:

POST AWARDS	\$ 2,650.00	POST/AUX/CC EXPENSES	\$ 2,650.00
DISTRICT AWARDS	\$ 0.00	DISTRICT EXPENSES	\$ 0.00
COUNTRY COUNCIL AWARDS	\$ 0.00		
DEPARTMENT AWARDS	\$ 8,917.05	DEPARTMENT EXPENSES	\$ 4,768.64
TOTAL ALL AWARDS	\$ 11,567.05	TOTAL ALL EXPENSES	\$ 7,418.64

List below all Districts that advanced a winner to the Department level:

1	2	3	4	5	6	7			

Add Total Post/District/County Council/Dept. awards column (left) and Total Department expenses column (right) for Grand Total (below).

GRAND TOTAL \$ 18,985.69

OFFICIAL SIGNATURE: DATE:

EXAMPLE: DEPARTMENT POST PARTICIPATION REPORT FOR VOICE OF DEMOCRACY

VFW
VETERANS OF FOREIGN WARS.

Reports

Report:

Program Year :

Department-Voice_of_Democracy_06-27-2019_03-10-24-286.pdf - Adobe Acrobat Reader DC

File Edit View Window Help

Home Tools Department-Voice... x

DEPARTMENT VOICE OF DEMOCRACY REPORT FORM

POST #	AUXILIARY	NUMBER OF PARTICIPATING STUDENTS (need minimum of one)	NUMBER OF POST WINNERS ADVANCED (need minimum of one)	MONETARY AWARDS	ADDL MONEY EXPENDED
56	Yes	20	1	\$ 50.00	\$ 50.00
1175	Yes	20	1	\$ 50.00	\$ 50.00
1650	Yes	20	1	\$ 50.00	\$ 50.00
3084	Yes	20	1	\$ 50.00	\$ 50.00
7285	Yes	20	1	\$ 50.00	\$ 50.00
7458	Yes	20	1	\$ 50.00	\$ 50.00
9271	Yes	20	1	\$ 50.00	\$ 50.00
10815	Yes	20	1	\$ 50.00	\$ 50.00
11499	Yes	20	1	\$ 50.00	\$ 50.00
111	Yes	20	1	\$ 50.00	\$ 50.00
846	Yes	20	1	\$ 50.00	\$ 50.00
1980	Yes	20	1	\$ 50.00	\$ 50.00
3712	Yes	20	1	\$ 50.00	\$ 50.00
5901	Yes	20	1	\$ 50.00	\$ 50.00
6654	Yes	20	1	\$ 50.00	\$ 50.00
7397	Yes	20	1	\$ 50.00	\$ 50.00
10552	Yes	20	1	\$ 50.00	\$ 50.00
704	Yes	20	1	\$ 50.00	\$ 50.00

Export PDF

Adobe Export PDF

Convert PDF Files to Word or Excel Online

Select PDF File

Departmen...24-286.pdf x

Convert to

Microsoft Word (*.docx) v

Document Language:
English (U.S.) Change

Convert

Create PDF v

Edit PDF

Comment

Combine Files v

Organize Pages v

Get legal e-signatures
with Adobe Sign

Start Free Trial

Additional Features:

Summary Chart shows a quick snap shot of Met vs. Unmet based on the level your viewing

The screenshot displays the VFW Programs - Dashboard interface. At the top, the VFW logo and user information (Hello, Lynn Rolf, Logout) are visible. The main heading is "All American Eligible Report". A red arrow points to the "Summary" section, which shows a quick snapshot of Met vs. Unmet status. The summary table is as follows:

Met	Unmet
33	20

Below the summary, there are filters for Statistics (National Statistics), Details (Department Summary Only), and Program Year (2018-2019). There are also buttons for "Generate Report", "Export as PDF", and "Export as CSV".

The main table displays the status of various programs across different states. The columns are: Department, District, Post, Veterans & Military Support Donation, Voice of Democracy, Patriot's Pen, Teacher Award, Buddy Poppy Order, Membership, Service Officer, National Legislative Service, and National Veterans Services. The rows list states from Alabama to Idaho. Most programs are marked "Met", but "National Legislative Service" is marked "Unmet" for Arizona, Arkansas, and Delaware.

Department	District	Post	Veterans & Military Support Donation	Voice of Democracy	Patriot's Pen	Teacher Award	Buddy Poppy Order	Membership	Service Officer	National Legislative Service	National Veterans Services
Alabama			Met	Met	Met	Met	N/A	Met	Met	Met	Met
Alaska			Met	Met	Met	Met	N/A	Met	Met	Met	Met
Arizona			Met	Met	Met	Met	N/A	Met	Met	Unmet	Met
Arkansas			Met	Met	Met	Met	N/A	Met	Met	Unmet	Met
California			Met	Met	Met	Met	N/A	Met	Met	Met	Met
Colorado			Met	Met	Met	Met	N/A	Met	Met	Met	Met
Connecticut			Met	Met	Met	Met	N/A	Met	Met	Met	Met
Delaware			Met	Met	Met	Met	N/A	Met	Met	Unmet	Met
Europe			Met	Met	Met	Met	N/A	Met	Met	Met	Met
Florida			Met	Met	Met	Met	N/A	Met	Met	Met	Met
Georgia			Met	Met	Met	Met	N/A	Met	Met	Met	Met
Hawaii			Met	Met	Met	Met	N/A	Met	Met	Met	Met
Idaho			Met	Met	Met	Met	N/A	Met	Met	Met	Met

Every Report can be converted to a .PDF file or .CSV file for presentation at any meeting

All American 2018-2019 Eligible Report

Department	District	Post	Veterans & Military Support Donation	Voice of Democracy	Patriot's Pen	Teacher Award	Buddy Pappy Order	Membership	Service Officer	National Legislative Service	National Veterans Services
Alabama			Met	Met	Met	Met	N/A	Met	Met	Met	Met
Alaska			Met	Met	Met	Met	N/A	Met	Met	Met	Met
Arizona			Met	Met	Met	Met	N/A	Met	Met	Unmet	Met
Arkansas			Met	Met	Met	Met	N/A	Met	Met	Unmet	Met
California			Met	Met	Met	Met	N/A	Met	Met	Met	Met
Colorado			Met	Met	Met	Met	N/A	Met	Met	Met	Met
Connecticut			Met	Met	Met	Met	N/A	Met	Met	Met	Met
Delaware			Met	Met	Met	Met	N/A	Met	Met	Unmet	Met
Florida			Met	Met	Met	Met	N/A	Met	Met	Met	Met
Georgia			Met	Met	Met	Met	N/A	Met	Met	Met	Met
Hawaii			Met	Met	Met	Met	N/A	Met	Met	Met	Met
Idaho			Met	Met	Met	Met	N/A	Met	Met	Met	Met
Illinois			Met	Met	Met	Met	N/A	Met	Met	Unmet	Met
Indiana			Met	Met	Met	Met	N/A	Unmet	Met	Met	Met
Iowa			Met	Met	Met	Met	N/A	Met	Met	Met	Met
Kansas			Met	Met	Met	Met	N/A	Met	Met	Met	Met
Kentucky			Met	Met	Met	Met	N/A	Met	Met	Met	Met
Louisiana			Met	Met	Met	Met	N/A	Met	Met	Met	Met
Maine			Met	Met	Met	Met	N/A	Met	Met	Unmet	Met
Maryland			Met	Met	Met	Met	N/A	Met	Met	Unmet	Met
Massachusetts			Met	Met	Met	Met	N/A	Met	Met	Met	Met
Michigan			Met	Met	Met	Met	N/A	Met	Met	Met	Met
Minnesota			Met	Met	Met	Met	N/A	Met	Met	Met	Met
Mississippi			Met	Met	Met	Met	N/A	Met	Met	Unmet	Met

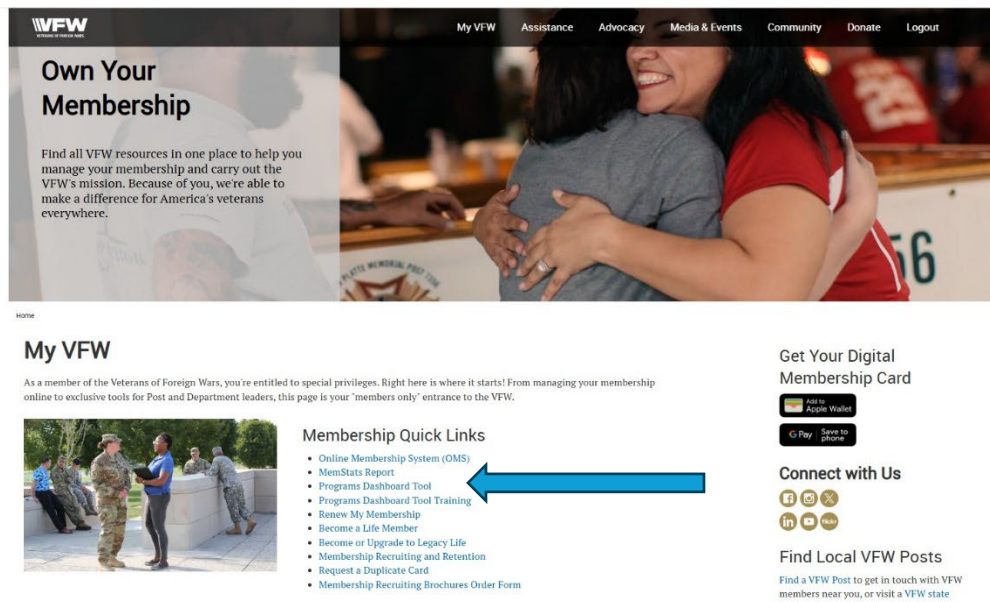
All Data will be imported into the Key Performance Indicators (KPI) Tab.

Key Performance Indicator (KPI) Definition

A Key Performance Indicator is a measurable value that demonstrates how effectively a Post/District/Department/National is achieving key business objectives. Organizations use KPIs at multiple levels to evaluate their success at reaching targets. Our KPIs focus on the overall performance of the VFW.

CREATE A CITATION/ GRANT ENTRY

During the year 2025-26, VFW Programs expanded and launched new capabilities on the Programs Dashboard Tool. These new capabilities are to track MAP & Foundation grant funding that is available; the development of the Scout of the Year (Department level) citation which is immediately available for download and printing at the Department level; bringing back new Voice of Democracy & Patriot's Pen Chairperson Thank you citations; a new system for Departments to enter their State Teacher of the Year winners and Public Servant Winners. Additionally, all our Programs and Foundation grants have been moved to the Dashboard. If you are looking for the Military Appreciation Grant; Post Assistance Grant; #Still Serving Grant or the Uniting For Veterans grants they can now all, be entered in one place and easily tracked.



The screenshot shows the VFW National Webpage. The top navigation bar includes links for My VFW, Assistance, Advocacy, Media & Events, Community, Donate, and Logout. The main header features the VFW logo and the text "Own Your Membership" with a subtext: "Find all VFW resources in one place to help you manage your membership and carry out the VFW's mission. Because of you, we're able to make a difference for America's veterans everywhere." Below this is a "My VFW" section with a subtext: "As a member of the Veterans of Foreign Wars, you're entitled to special privileges. Right here is where it starts! From managing your membership online to exclusive tools for Post and Department leaders, this page is your 'members only' entrance to the VFW." A "Membership Quick Links" list is displayed, with a blue arrow pointing to the "Programs Dashboard Tool" link. The list includes: Online Membership System (OMS), MemStats Report, Programs Dashboard Tool, Programs Dashboard Tool Training, Renew My Membership, Become a Life Member, Become or Upgrade to Legacy Life, Membership Recruiting and Retention, Request a Duplicate Card, and Membership Recruiting Brochures Order Form. To the right, there are sections for "Get Your Digital Membership Card" (with links to the App Store and Google Play), "Connect with Us" (with social media icons for Facebook, Twitter, LinkedIn, and YouTube), and "Find Local VFW Posts" (with a link to find a VFW Post).

Membership Quick Links

- Online Membership System (OMS)
- MemStats Report
- Programs Dashboard Tool
- Programs Dashboard Tool Training
- Renew My Membership
- Become a Life Member
- Become or Upgrade to Legacy Life
- Membership Recruiting and Retention
- Request a Duplicate Card
- Membership Recruiting Brochures Order Form

Step One: Log in to the VFW National Webpage.

Step Two: Select Programs Dashboard Tool

WFW VETERANS OF FOREIGN WARS
MAP Grant Funds Available: \$0

KPI Tools Dashboard Actions **Entries** Citation Action Reports Admin VMS Donation

Hello, Mary Spencer Logout

Notice: You have 4 pending Citations awaiting your approval. [Click here](#) to review.

All American Eligible Dashboard

Statistics: National Statistics Details: District and Department Summary Program Year: 2025

District Division: -- Select --

☒ All ☐ Met ☐ Unmet

Purple shading on Membership indicates the top rankings in each division. Hover to see ranking details.

Generate Report Export as PDF Export as CSV

Department	District	Post	Community Service	VMS	Voice of Democracy	Patriot's Pen	Buddy Poppy	Membership	NLS	Day of Service Participation
Alabama			N/A	Unmet	Unmet	Unmet	N/A	Unmet	Unmet	N/A
Alabama	1		N/A	N/A	Unmet	Unmet	N/A	Unmet	N/A	N/A
Alabama	2		N/A	N/A	Unmet	Unmet	N/A	Unmet	N/A	N/A
Alabama	3		N/A	N/A	Unmet	Unmet	N/A	Unmet	N/A	N/A

Step 3: Select “Entries” in the white lettering in the black banner at the top right of the screen.

Step 4: Select the Green “+Create Entry” button.

VETERANS OF FOREIGN WARS KPI Tools Dashboard Actions **Entries** Citation Action Reports Admin VMS Donation

Entries

Search Filters

Export as CSV

Time Frame

+ Create Entry

Date Time Entry Type Program Department District Post Submitted By Submit Level Approval Level Status Actions

Step 5: Using the Drop down “Entry Type” select whether you are trying to input a Citation or Grant request.

Create Entry

Entry Type:

Program:

Department:

District:

Post:

Program

Program

Citation

Grants

National Awards

NLS

-- District Entry --

Step 6: If requesting a Citation; use the drop down “Citation Type” and select which Citation you are requesting. Then type in the remaining fields.

Create Entry

Entry Type:	Citation
Citation Type:	-- Select --
Program:	-- Select --
Department:	Birthday
Nominator Officer Title:	Department Chairperson Thank You
Nominator Officer Email:	Life Saving
Nominator Officer Phone:	Memorial Commendation
	Other

**Ex. (Department Winner Only) Public Servant Citation entry
example: PLEASE NOTE ALL ENTRIES MUST BE IN BY 1 FEBRUARY.
ABILITY TO MAKE ENTRY ENDS ON 1 FEBRUARY at 2359 CST.**

Create Entry

Entry Type:	Citation	Notes:	
Citation Type:	Public Servant		
Department:	Kansas		
Nominator Name:			
Nominator Officer Title:	-- Select --		
Nominator Officer Email:			
Nominator Officer Phone:			

Public Servant Citation:
The way information is entered here is how it will display in the citation.

VFW Point of Contact Email Address: *	
Sponsoring District #: *	
Sponsoring Post #: *	
Citation Category: *	-- Select Category --
Nominee First Name: *	
Nominee Last Name: *	

Public Servant Ex. Entry Cont.

Nominee First Name: *

Nominee Last Name: *

Nominee Title:

Nominee Pronouns: * -- Select Pronouns --

Employer Name: *

please list as you wish it stated on the citation

Employer Address Line 1: *

Employer Address Line 2:

Employer City: *

Employer State: *

Employer Zip: *

Employer Phone Number: *

Approving Authority Name (First Name and Last Name): *

Approving Authority Title: *

Approving Authority Signature: *

Date Of Presentation: * 09/17/2025

Please submit this entry by February 1st.
If you have any questions, please feel free to contact Mary Spencer at 816.756.3390 x6287 or email m Spencer@vfw.org.

Step 7: Complete the Citation request entry fields and save and submit it.

Step 6A: If applying for one of the grants; select “Grants” under the “Entry Type” drop down menu.

Step 7A. Using the “Grant” drop down, navigate to which application you are searching for.

Create Entry

Entry Type: Grants

Grant: -- Select --

Department: -- Select --

District: Military Appreciation

Post: SSG

PAG

UTCHG

Example: Post Assistance Grant entry



Foundation Grant Funds Available: \$25000
MAP Grant Funds Available: \$149500

KPI Tools Dashboard Actio

Create Entry

Entry Type:	Grants	Notes:
Grant:	PAG	
Department:	Kansas	
District:	1	
Post:	56	

Guidelines:

Step 8: Read the Guidelines and complete your application.

Step 9: Don't forget to save and submit.

Step 10: MAP GRANT ONLY- 24 hours after the date you put on your grant application as the date of your event you will receive a notification to go in and complete your AAR.

All Questions direct to:

Lynn W. Rolf III

Programs Director
Veterans of Foreign Wars of the United States
o:816.968.1116 C: 913.290.1754
lrolf@vfw.org

TRACKING FUNDS:

One of the new features is the ability to see up to date information on how much funds are available. This system is also color coded using a traffic light as the example (Green for plenty; Yellow for cautious and Red for getting low to no funds).

You will see this feature in the top left of the webpage near the VFW logo.



1. For the **MAP grant only**, click on the 'MAP Grant Funds Available' number
2. Once you click on the number you will then see a drill down of information, so you have transparency on where and how the funds are being used. This will change throughout the grant cycle.

Map Grant Funds Data

Export

Total Funds	Number of Grants	Estimated Attendance	Estimated Families	Estimated Veterans	Estimated Eligible	Estimated Members	Recruitment Pool	Number Recruited	Cost Per Lead	Cost To Acquire	Cost Per Veteran	Cost Per Estimated Eligible	Cost Per Recruitment Pool	Cost Per Recruited
500.00	1	12	2.40	9.60	3.65	0.66	2.99	10	41.67	50.00	52.08	136.99	167.22	50.00

Department	Post	POC	Funded	Unit	Family Attendance	Projected Attendance	Service Member	Event Date	Entry Type	Recruited	Notes
AL	6683	Jim Steddum	500	Warrant officer college	12	50	60	08/05/2025	Veterans Day Luncheon	10	pending AAR