

NEW!
Helpful Form to
Track Your
Hard Work!



EVENT TRACKING FORM

VFW & Auxiliary Community Service Activities

~TRY COMPLETE WITHIN 30 DAYS AFTER EVENT~

Please complete the below information to the best of your ability. Since this form is new, please feel free to write in other items we may have overlooked. If you have any schedules, planning lists, tournament brackets or other documentation that may be helpful to others in the future, please attach when completing this form.

*****GATHER COMPLETED FORMS TOGETHER TO CREATE A VFW COMMUNITY SERVICE RECORDBOOK TO ENTER IN APRIL & TO COMPLETE AUX YEAR END REPORTS.*****

POST # _____ **EVENT HOST(S):** *(Select all that apply)* Post Auxiliary

Target Category: *(Select all that apply)* AMERICANISM/COOPERATION w/ OTHERS SAFETY
 AID TO OTHERS SCHOOL & CHURCH ASSISTANCE HOSPITAL/BLOOD

- If Youth, did the event cater to a specific age group? Y N What ages? _____

Event: *(Brief Description)* _____

Primary Event Contact: Name _____ VFW/AUX Title? _____
Address _____ Phone _____
Email _____ **Can future hosts contact this person for questions? Y N

Event Date(s): _____ **Event Location:** _____
• Was this the original date planned? Y N
• If not, why was it changed? _____

Did a Department or District Officer attend? Y N If so, Who? _____
How were they Invited? _____

PLANNING & RUNNING EVENT:

Who coordinated the event? 1 person Small Group (2-4) Committee (5 or more)

How many people helped to prepare for the event & What sort of tasks did they do? _____

How many people worked the day(s) of the event? Set-up: _____ During: _____ Clean-up: _____

When did you start advertising and How did you do it? _____

REGISTRATION AND ATTENDANCE:

(If Registration was used) Registration Open/Start Date: _____ Registration Deadline Date: _____

Number of Participants: _____ # Pre-Registered: _____
• Was On-Site Registration Available? Y N If Yes, # Registered Day of Event: _____
• Number of Groups/Org/Schools Participated? *(ex. 3 Schools Participated in Patriots Pen)* _____

Entry Fee: \$_____ per person pair team

- Method(s) of Entry Fee Payment: Cash Check Credit

Items considered when setting the Entry Fee (ex. site rental, equipment needed, awards etc.):

Was Lodging Arranged for this event? Y N

- How many rooms were blocked? _____ How many were used? _____
- How far from the event was the hotel? _____ Were shuttles provided? Y N

AWARDS/PRIZES:

Were awards presented & by Who (ex. ceremony, banquet, casual announcement etc.): _____

Number of Places Awarded (ex. 1st, 2nd 3rd) & Other Awards/Prizes: _____

Briefly Describe how the awards/prizes were acquired (ex. donated, purchased, wrote request letters...):

OVERVIEW:

Weather: _____

How do you feel it went? Did it meet your expectations? _____

What worked well? _____

What could be improved? _____

Additional Comments or Suggestions: _____

Some TOTALS: (If applicable)

- Flag(s) given out... Qty _____ Poppies Used... Qty _____
- AUX Random Acts of Patriotism Cards... Qty _____ AUX R.A.P. Coins... Qty _____
- VFW Coloring Books VFW Stories
- Membership Applications Qty VFW _____ Qty AUX _____
ANY Rec'd back for MBRSHIP? Qty VFW _____ Qty AUX _____
- OTHER (Please Describe) : _____

THANK YOU

For taking the time to complete this information AND for Coordinating this event!