

# **POST SURGEON'S REPORT FORM INSTRUCTIONS**

- 1. The information on this report can be earned or achieved by VFW, ladies auxiliary, and/or men's auxiliary members.**
- 2. The report pertains to anyone whom is hospitalized, shut-in, ill, and is not immediate family, i.e. living in your household.**
- 3. Projects that can be included are but not limited to: assisting veterans homes, soldier's homes, veterans hospitals, hospitals, nursing homes, special needs organizations such as Special Olympics, meals on wheels, attending to the needs of elderly and shut-ins as long as they are not immediate family.**
- 4. Enter the date you will mail the form.**
- 5. Enter the month the information on the form is for.**
- 6. Enter your district number.**
- 7. Enter your post number.**
- 8. Enter the name of the town your post is located in.**
- 9. When reporting visits and materials: Enter the number of workers, the number of hours worked, the number of hours worked x \$18.04, the number of miles, the number of miles x \$0.14, and the cost of any materials. Add the expenses (\$) together to make the credit \$\$\$\$\$ at the end of the line.**
- 10. When reporting blood donations: Enter the number of donors, the number of hours worked (at least one hour per donation), the number of hours worked x \$18.04, the number of miles, the number of miles x \$0.14, and enter the number of donors x \$69.00 under the column "cost of material". Add the expenses (\$) together to make the credit \$\$\$\$\$ at the end of the line.**

- 11. When reporting cards, flowers, and memorials use the format in paragraph 9.**
- 12. When reporting the hospital equipment, the hours taken to do so, the workers needed to fix equipment, loan it out, and compile the records and receipts of this equipment can also be counted. A good place to put it is in the miscellaneous line in the hospital equipment section and use \$18.04 until it is revised, as the monthly value per hour.**
- 13. If you loan out equipment not listed, check with a hospital equipment rental business and use the figure they would charge for the monthly value.**
- 14. Add the Total Credit \$\$\$\$\$ of Section A “Visits and Materials”(item “D”), to the Total Credit \$\$\$\$\$ of Section B “Hospital Equipment” (item “E”), to make the total for Section A and Section B. Enter this amount where the “F” is in the example.**
- 15. Enter the combined totals from Section “A” and “B” in items “AA” “BB” “CC” and “F”.**
- 16. The post form can be downloaded from the Kansas VFW web site. The web site is [www.ksvfw.org](http://www.ksvfw.org). Go to forms and pull up the post surgeon report and then download.**
- 17. If you do not have the equipment to download the form, it may be obtained from the State Surgeon.**
- 18. The report should be forwarded to your District Surgeon by the 10th of the month following the month the report is for. Example: the January report should be to the District Surgeon by February 10th.**