

## COMMUNITY SERVICE REPORTING

1. Enter **Post/Auxiliary** number
2. Enter **District** number
3. **Person Completing Form:** Enter Name, Address and Phone Number. E-mail address is optional.  
\*\* These three things are often forgotten. You can not be given credit if we do not know who you are. The envelope you mail the report in does not always stay with the report. Do not depend on it to identify who you are.

**ONE ENTRY PER LINE** on the form! To crunch two or more entries on a line is confusing.

4. **Date:** Enter the date of the activity. If it happened over a period of time enter start & end date.
5. **Activity:** Enter a brief line about the activity. Sometimes it helps to break down an activity such as Veterans Day. Examples are:

Veterans Day Planning Mtg	Contacted Veterans Day Speaker	Set Up for Veterans Day
Veterans Day Ceremony	Clean Up After Veterans Day	Veterans Day Conclusion Mtng
Took Vet to Hospital	Helped with Community Breakfast	Flag Etiquette for Boy Scouts
Sent Cards to Veteran	Funeral Detail for John Smith	Collected Pop Tabs
Donation to Hospital Fund		

\*\*\* Church activities do not count, for example: washing communion glasses, bookkeeping for the church, videotaping church services. However if you help a church serve a meal for the homeless – that counts. It must be an event for the community not for the church
6. **Hours:** Enter the Total amount of hours the activity took to complete.
  - a. Remember to account for hours accurately. If 10 members work at a pancake supper fundraiser from 7:00 am to 10:00 am, that is 3 hours for each member, which is **30** hours. Put **30** on the report **NOT** 10 members at 3 hours each.
  - b. **WHOLE HOURS ONLY** – no half,  $\frac{3}{4}$  etc.
7. **Cost:** The cost of the activity to the post for any donations made, items purchased, postage for shipping, and mileage monetary value at 14 cents a mile.
8. **Members Involved:** The number of members involved with the activity.
9. **Category:** Each Post/Auxiliary gets credit in different categories of Community Activity. To keep from having to file a separate report to each of these Committee Chairmen, indicate what category the activity fits into. Each activity can only apply to one category.
  - a. Categories are:
    - CO** = Community Involvement/Cooperation with Others
    - AID** = Aid to Military, Veterans and Others
    - ES** = Emergency & Disaster Preparedness and/or Safety
    - AM** = Americanism
    - SY** = School and/or Youth Activities
10. **TOTALS:** The total of each column for the report. Remember to total your reports.

### OTHER INFORMATION:

1. Ensure what you put on the report is Valid and not exaggerated or repeated.
2. Many reports have an activity listed with no members or hours reported. EVERY activity takes time to complete it and someone to do it. For example: Even donations take time. If a donation is voted for at a meeting, give at least 1 hour and 1 member allowing for the administrative time it takes to make out the check, address an envelope and mail out the donation.
3. Make it a part of your Post/Aux meetings to review and complete your Community Service Reports. Talking to the members while you are together makes for a more complete report.
4. Attending Post – District – State VFW Meetings does not count.