

Community Service Report Guidelines

This is a step-by Step guide to assist you in completing your Community Service Report.

ONE QUESTION: Why do we have to report these activities?

ANSWER: We are a non-profit organization and we can justify our non-profit status by reporting our activities. A copy of this report should be on file at your Post in the event you are audited.

The Community Service Report is divided into 7 areas. Check each project that you have completed and enter the number of members, hours, miles driven and monetary value (if applicable) for each project. Use additional paper if needed.

(EXAMPLES:)

- **Americanism:** Parades and public ceremonies, presenting flags, educational materials, Funerals, POW/MIA activities, legislative, Loyalty Day, etc.
Donations or presentation of flags, Flying the flag or POW/MIA flag (24x7= 1hr per day per member), (24/7 lit = hours + \$1 per day per member), Parades, memorials and ceremonies, Honor/ color Guard duties, Placing flags on Veterans graves ,Patriotic holiday ceremonies, Recycling, Picking up trash or planting flowers around town or post.
- **Cancer Aid & research:**
Donations to cancer aid & research, Auxiliary donation responsibility, Buying grab bags at conventions, Cancer basket raffle monies paid, etc
- **Hospital:** Hospital & Nursing home visits, Sr. Citizens, blood drives, cancer donations, rehabilitation, march of dimes, operation uplink, USO, etc
Hospital & nursing home visits. Donations of clothing, books, etc in the form of care packages, Involvement in or help to organize a blood drive / Blood or Platelets donations (\$69 per pint value), Fundraising to assist individuals to build handicap ramps, Donations of toys, money and assistance to the needy, Thrift store donations (donation value sheet for monetary values), Transporting others to Doctors, appointments, hospital, Assistance at a school or church, etc
- **Legislative:** letters to congressmen, community council meetings, emails
- **Veteran Support:** NMS, Adopt-a-unit, National Home, Poppy drives, USO, transporting to appointments, vouchers, coupons for overseas, wounded warriors, etc.
- **Scholarships:** participation & recognition
Voice of Democracy, Patriot's Pen, Youth Essay, Patriotic Art, Scout of the Year
- **Youth Activities:** (a) Athletics, (S) Scouts, (C) Contests, (E) Education, (R) Recognition, (PA) Patriotic Art, (O) Other, etc:
Assisting at schools, Guest speaker, Donate money, materials or time to support the Scouts (Girl scout, Boy scouts & Cub scouts), Sponsor kids sports or band functions, Recognition of a student project, Special Olympics, Youth activities

There are additional lines at the bottom of page 2 for special project information, etc.

NOTE #1

Money / donations: Report in the money column

Actual money spent from Post funds in support of community service projects, Money donated to organizations

DO NOT REPORT

Donations made to the Auxiliary, Buddy Poppy distribution intake monies, or a value to hours reported

NOTE #2

Hours: Auxiliaries should list the hours it took to perform the community service. **Only volunteer service hours are to be reported. If it is part of your job, it is not reportable.**

DO NOT REPORT

Post fund raisers, VFW Meetings, conventions, conferences and School of Instructions.
ALSO, PER NATIONAL, CHURCH ACTIVITIES ARE NOT REPORTABLE.

NOTE #3

Mileage: Posts should report the miles for each projects.

DO NOT REPORT

Any vehicle expense or calculation of mileage expense, Mileage when using another organizations vehicles such as DAV, Any mileage in which the driver has received reimbursement for that mileage.

DO NOT DOUBLE REPORT: Report numbers in 1 section of the CSR only. You can list the activity, but not the hours, miles & monies.

Total all Members, Hours, Miles & Money and enter into boxes at bottom of page 2.

Thrift Store Donation Values

Clothing

- | | | |
|----------------------|------------------|--------------------|
| Belts \$5 | New socks \$5 | Suits \$60 |
| Blouses \$10 | Pajamas \$8 | Sweat Pants \$5 |
| Boots \$35 | Pants \$10 | Sweat shirt \$5 |
| Coats \$30 | Scarf \$5 | Sweaters \$20 |
| Dresses \$20 | Shirts \$6 | Swim Suits \$10 |
| Hats \$8 | Shoes \$10 | Under Garments \$3 |
| Knitted Hat \$5 | Shorts \$8 | Wind Breakers \$10 |
| Lap Robe \$25 | Slippers \$5 | |
| Mittens/ Booties \$5 | Sport Coats \$45 | |

Misc Items

- | | | | |
|-------------------------|------------------------|---------------------------|------------------------|
| Afghans (bed size) \$50 | Couch/ Sofa \$150 | Lawn Mower \$55 | Tablecloth \$5 |
| Baby bed \$100 | Curtains \$12 | Magazine \$1 | Throw Rug \$12 |
| Bath Towels \$6 | Day bed \$35 | Mattress/ Box Spring \$50 | Toaster \$10 |
| Bed Spread \$20 | Desk \$75 | Microwave \$50 | Toiletries – large \$3 |
| Bibs \$5 | Dish Towels \$2 | Monitor \$15 | Toiletries – Small \$1 |
| Bicycle \$35 | Ditty Bags \$5 | Phone \$10 | TV \$20 |
| Blankets \$8 | Drapes \$15 | Piano/ Organ \$200 | VCR \$10 |
| Bookcase \$50 | Dresser \$50 | Pillow Case \$1 | Wagon \$20 |
| Books Hardback \$10 | Dresser w/ Mirror \$75 | Pillows \$8 | Wash Clothes \$1 |
| Books Paperback \$5 | DVD Player \$10 | Printer \$15 | Wheelchair Bags \$10 |
| Calculator \$5 | End/ Coffee Table \$40 | Purse \$5 | |
| Calendar \$1 | Fan \$25 | Puzzles \$2 | |
| Camera \$100 | Hand Towels \$2 | Radio \$25 | |
| Can Opener \$5 | Heater \$25 | Record Player \$10 | |
| Chair \$75 | Iron \$10 | Sheet set \$15 | |
| Chair / Recliner \$50 | Kitchen Chair \$25 | Skis \$30 | |
| China Cabinet \$100 | Kitchen Curtains \$5 | Sled \$15 | |
| Comforter \$20 | Lamp \$30 | Sofa bed \$100 | |