

VFW Department of Washington 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, and each one is important and needs to be completed. Check each project that you have completed and enter the number of members that participated, hours it took to complete, the miles driven to and from and monetary value (if applicable) for each project. Use additional paper if needed.

(EXAMPLES:)

- **Community Service:** Any activities that benefit the community, parks, neighborhood clean-ups, etc.
 1. Recycling, Picking up trash or planting flowers around town or post.
 2. Donation to a local park or sportsman's fish rodeo, etc
 3. Loaned out (without charge) your Hall to other organizations for meetings and such
 4. National Sponsored programs
 5. Anything you do for the community

- **Citizenship Education/ Americanism:** Parades and public ceremonies, presenting flags, educational materials, Funerals, POW/MIA activities, legislative, Loyalty Day, etc.
 1. Donations / presentation of flags, Flying the American flag (raised & lowered daily = 30 hours per member)/ (24/7 lit = \$30 per member)
 2. Parades & patriotic holiday events
 3. Honor/ color Guard duties
 4. Memorials, Funerals, Placing flags on Veterans graves

- **Aid To Others:** Hospital & Nursing home visits, Sr. Citizens, blood drives, donations, rehabilitation, march of dimes, operation uplink, USO, etc
 1. Hospital & nursing home visits. Donations of clothing, books, etc in the form of care packages
 2. Involvement in or help to organize a blood drive, Blood, Plasma or Platelets donations (\$69 per pint value)
 3. Fundraising to assist individuals to build handicap ramps, etc
 4. Donations of toys, money and assistance to the needy, Thrift store donations (donation value sheet for monetary values)
 5. Transporting others to Doctors, appointments, hospital, etc
 6. Service Officer volunteer
 7. Medical equipment out on loan for free

- **Youth Activities:** (a) Athletics, (S) Scouts, (C) Contests, (E) Education, (R) Recognition, (PA) Patriotic Art, (O) Other, etc.
 1. Assisting at schools, Guest speakers (Veterans Day, etc)

2. Donate money, materials or time to support the Scouts (Girl scouts, Boy scouts & Cub scouts), Sponsor kids sports or band functions, Special Olympics, etc.
 3. Recognition of a student project
- **Voice Of Democracy / Essay:** participation & recognition
Voice of Democracy, Patriot's Pen, Youth Essay, Patriotic Art
 - **Safety:** (P) Pedestrian, (D) Drug & Alcohol Awareness, (R) Recreational, (H) Highway, (F) Fire, (O) Other
DARE, Hunting Safety, Highway Rest Stop, Fixing/ reporting bad light poles
Changing the batteries in Fire alarms, Recognizing an individual who has promoted safety
 - **Military Assistance:** any support given to a unit, individual, family, ceremonies, welcome homes, etc.
Operation Uplink, Utility vouchers, Transporting to base for induction, Adopt-A-Unit, MAPS, Unmet needs

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

NOTE #1

Money / donations: Report in the money column:

- a) Actual money spent in support of community service projects
- b) Donated monies to other organizations
- c) Rental value of Post home or facilities when no rent is charged

DO NOT REPORT

Donations made to the Post, Post income/ bills being paid, Buddy Poppy distribution intake monies (show in description instead), Value to hours reported, hours worked

NOTE #2

Hours: Posts should list the hours it took to perform the community service. **Only volunteer service hours are to be reported. Volunteering at the Post cannot be reported.** Employment duties do not count as community service (ie. being Mayor, working for non-profits, etc)

DO NOT REPORT

Post fund raisers, Post maintenance or repairs, **Church Activities (per National)**, Post website updates, Post Canteen or Kitchen volunteers, going to a meeting of some sort are not a community Service (unless it is a town hall meeting etc), as well as conventions, conferences and School of Instructions

NOTE #3

Mileage: Posts should report the miles for community service projects

DO NOT REPORT

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

DO NOT DOUBLE REPORT: Report only in 1 section of the CSR

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

Please remember that Community Service is an action done for someone **other** than your own family or Post.

NOT REPORTABLE

The following situations are NOT considered Community Service, so please don't put them on the report:

- Church activities of any kind – only donations can be reported
- Going to meetings (VFW, Memorial, advisory board, etc)
- Wearing a seatbelt
- Maintenance of the Post Home or its property
- Fundraisers
- In-kind donations (only actual costs are ok)
- Do not add mileage costs on your report – it will calculate at the end of the forms instead
- Donations to VFW or Auxiliary
- Do not show monies when reporting Honor Guard – this is supposed to be a free service.
- Taking anyone out to lunch or dinner
- Going to the hospital for yourself or your family

Donation Values

Clothing

Belts \$5	Pants \$10	Sweat Pants \$5
Blouses \$10	Shirts \$6	Sweat shirt \$5
Boots \$35	Shoes \$10	Sweaters \$20
Coats \$30	Shorts \$8	Swim Suits \$10
Dresses \$20	Slippers \$5	Under Garments \$3
New socks \$5	Sport Coats \$45	Wind Breakers \$10
Pajamas \$8	Suits \$60	

Misc Items

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