

VETERANS OF FOREIGN WARS
Department of Washington

COMMUNITY SERVICE GUIDE 2011-2012

Thanks, to the Department of Pennsylvania for a large part of this guides information.

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

Every post in our state does so much for the community where we live and work that goes unreported. We should report all of our activities monthly if at all possible.

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 VFW Post in the event you are audited.

Remember, the Veterans of Foreign Wars is a “*Service Organization,*” not a bar or a place to shoot pool. You don’t see your neighborhood tavern putting on military funerals, going to the schools and putting on programs for our future leaders. This is our responsibility and we need to continue making it known who we are and what we do. Our main objective is always to, “Honoring the Dead by Helping the Living”.

Please use the following guidelines to assist you in completing the Community Service Report:

First, at the bottom of each category you’ll see totals of money spent. Add up all the materials and the time utilized for completing the projects, even if it was an item left over from another project and assign a monetary value to it. Example: if you donate your hall to be used for Cub Scouts, Senior Citizens, etc., report what it would have cost to rent it. Remember you supplied the utilities and the building.

(See NOTE #1, Page 3)

Second, keep track of the number of hours that were spent to complete each project.

(See NOTE #2, Page 3)

Third, keep track of the number of VFW and Ladies Auxiliary members who participated. Example, we all attend memorial services or military funerals. Keep a small log and a list of individuals who participated.

The Community Service Category is divided into four areas and each one is very important and needs to be completed. Check each project that you complete and put the number of projects, hours and members on the line following the project. At the bottom of the section enter the grand total for that category. If additional space is needed, for a description of the project, attach a separate sheet of paper.

(FOR EXAMPLE:)

1. X Organized and assisted in blood drive = 1. Blood drive, 20 Hours, 5 Members; \$ ____ Spent.

A. COMMUNITY INVOLVEMENT

1. Involved in or helped to organize a blood drive.
2. Involved in or helped to organize a recycling program.
3. Pick up of trash along the streets or plant flowers around town or post.
4. Donation to a local park or sportsman’s fish rodeo.
5. Offered your club to be used to hold classes for CPR, PLCB meetings or other functions.
6. National sponsored programs.

B. COOPERATION WITH OTHER ORGANIZATIONS

1. Taking donations at the Post for Easter Seals, Cancer Crusade or other charities.
2. Purchase bonds for awards such as VOD, School Awards, etc.
3. Any joint venture activity in cooperation with other organizations, church, American Legion or others (Memorial Day or Veterans Day Parades).
4. Picking up a Vet or others from Veterans or Nursing Homes for a local function, (for example, bingo, church, voting, etc.).

C. AID TO OTHERS

1. Visiting nursing homes and speaking to patients. Donation of socks, books or other items in the form of care packages.
2. Offering your hall for area organizational meetings (Little League, Soccer League, Lions, Rotary, etc.).
3. Fund raising to assist individuals to build a handicap ramp or other projects.
4. Donations of toys, money and assisting needy in community by doing home repairs.
5. Transporting individuals to doctor appointments or VA Hospital, etc.

D. SCHOOL AND CHURCH ASSISTANCE

1. Donations to band and other organizations in either time or money to assist in their projects.
2. Provide a guest speaker to school or church.
3. Any donation of time or money made.

AMERICANISM

This one is endless: donation of flag to school, pledge of allegiance poster, participate in a parade, ceremony, flag raising, placing flags on Veterans graves for Memorial Day, placing flags around post or town, guest speaker, provide a light lunch at post for community or participants.

SAFETY

1. 1-5 Hand out pamphlets on any or all of these. Most are available at VFW Emblem and Supply. Request "Slow Down" signs where senior ctrs. are located, "Watch Children" signs.
2. Schedule someone from "DARE" to talk to students, arrange talks for Prom season, etc.
3. Hunter Safety. Camping (building fires).
4. Report broken down vehicles, report pot holes.
5. Smoke and Fire Alarm Safety (change batteries, etc.).
6. Recognize an individual who has promoted safety with a plaque or award.
Safety Codes: P = Pedestrian Safety, D = Drug Awareness, R = Recreational Safety, H = Highway Safety, F = Fire/Home Safety, O = Other/Recognition

YOUTH ACTIVITIES

1. Sponsor a little league or pee wee football team, or band function, etc.
2. Donate money, materials or time to support the Girl Scouts, Boy Scouts, or Cub Scouts.
3. Special Olympics, VOD, Patriot's Pen, etc. (See NOTE # 3, Page 3)
4. Recognition of a student project.
5. Assist the children in participating in a project.
6. Poppy display.

*Youth Codes: A=Athletics/Sports, S=Scouting/Organizations, C=Contest/Special Events
E=Education/Instruction, R=Recognition, O=Other Projects*

When making entries use the letter first followed by your entry, i.e. "A -Horseshoe Tournament," or "C-Halloween pie throwing Contest."

NOTE # 1

MONEY/DONATIONS: Post should report in donation column:

- a. Actual money expended from Post funds in support of community service projects.
- b. Moneys donated or expended by Post members in performance of community service hours reported, and donations made in the name of the VFW.
- c. The rental value of Post Home or facilities used by community service organizations when no rent is charged

DO NOT REPORT

- a. Donations made to the Post.
- b. Income to the post.
- c. Proceeds from Buddy Poppy distribution.
- d. Any value to the hours reported.

NOTE # 2

HOURS: Posts should list the hours of community service performed by the Post, affiliated Cootie Scratch, and Men's Auxiliary. The Ladies Auxiliary will report hours to the Ladies Auxiliary Community Service Chairwoman. **Only volunteer service hours benefiting the community are to be reported. Volunteer hours committed to projects and activities only benefiting the Post and its affiliated units listed above cannot be reported.**

DO NOT REPORT HOURS FOR:

- a. Buddy Poppy distribution;
- b. Post fund raisers;
- c. Post maintenance or repairs;
- d. Volunteers in Post canteen or kitchen;
- e. VFW meetings, conventions, conferences and SOI's;

MILEAGE: Posts should report the miles for use of volunteer's automobiles, and Post owned vehicles on community service projects.

DO NOT REPORT

- a. Any vehicle expense or calculation of mileage expense.
- b. Mileage for vehicles owned by another organization such a DAV.
- c. Mileage if the volunteer has received reimbursement for that mileage.

DO NOT

Double report hours, money or mileage. Report only once in one section of one CSR.

NOTE # 3

Voice of Democracy/Youth Essay – If necessary, attach a separate sheet with all the details required to be listed. Participation in the VOD/Youth Essay programs should be reported on the CSR form in the following categories: Community Service, Citizenship Education, Youth Activities (Contests, Education, and Recognition), and Voice of Democracy/Youth Essay. However, the hours, mileage and money can only be reported one time under one section. Only the project can be entered under each separate section.

I HOPE THIS GUIDE HELPS IN FILLING OUT THE COMMUNITY SERVICE REPORTS. IT ONLY TAKES A FEW MINUTES. PLEASE FILL OUT AND SEND TO YOUR RESPECTIVE CHAIRMAN AS SOON AS POSSIBLE. IF YOU HAVE ANY QUESTIONS, PLEASE DO NOT HESITATE TO CONTACT STATE CHAIRMAN OR LADIES AUXILIARY CHAIRMAN.

Thank you, Corky

donation values

clothing	\$\$\$ value \$\$\$	Misc. items	\$\$\$ value \$\$\$	Misc. items	\$\$\$ value \$\$\$
pants	\$10	afghans (bed size)	\$50	iron	\$10
shirts	\$6	lap robe	\$25	record player	\$10
coats	\$25	mittens/booties	\$5	toaster	\$12
sweater	\$20	knitted hat	\$5	TV	\$20
belts	\$5	scarf	\$5	calculator	\$5
shoes	\$10	bibs	\$5	phone	\$10
boots	\$45	ditty bags	\$5	heater	\$25
suits	\$60	wheelchair bags	\$10	can opener	\$5
sport coats	\$45	toiletries - small	\$1	radio	\$25
shorts	\$8	toiletries - large	\$3	VCR	\$10
dresses	\$10	puzzles	\$2	monitor	\$15
new socks	\$2	crutches	\$10	printer	\$20
pajamas	\$8	walkers	\$35	lawn mower	\$55
sweat pants/ shirts	\$5	Bicycle	\$35	sled	\$15
swim suits	\$10	throw rug	\$12	wagon	\$20
wind breakers	\$10	sheet set	\$15	skis	\$30
house shoes	\$10	blanket	\$8	piano/organ	\$200
blouses	\$10	bed spread	\$24	curtains	\$12
under garments	\$3	pillow case	\$1	kitchen curtains	\$5
Misc. items	\$\$\$ value \$\$\$	tablecloth	\$5	drapes	\$15
baby bed	\$100	hand towel	\$2	pillow	\$8
bookcase	\$75	bath towel	\$6	wash cloth	\$1
end/ coffee table	\$65	dish towel	\$2	comforter	\$20
dresser	\$75	couch & chair	\$200		
dresser w/ mirror	\$100	china cabinet	\$100		
lamp	\$30	kitchen chair	\$50		
sofa bed	\$100	mattress/box spring	\$50		
day bed	\$25	fan	\$25		
chair	\$75	camara	\$100		
desk	\$100	microwave	\$40		