AMVETS LADIES AUXILIARY
LOCAL SERVICE REPORT FORM

Individual reports shall be made for the following programs:
☐ Americanism/SOS  ☐ Child Welfare  ☐ Community Service  ☐ Hospital
☐ Scholarship  (please indicate which program)

Local Auxiliary Reporting:

Reporting Period to

Auxiliary

List Volunteers:
(List Additional Volunteers on the back)

1. Number of Volunteers
2. Hours Donated
3. Number of Miles
4. Number of Projects

EVALUATIONS:
5. Hours @ $20.00 per hour
6. Mileage @ $.50 per mile
7. Refreshments
8. Cash Donations
9. New Material
10. Used Material
11. Lodging

TOTAL EVALUATIONS: _______

List projects and activities in detail. (Use the back or additional sheets if necessary)

Chairman Signature: Date:

Address:

City/State: Phone/E-mail:

Revised SEPTEMBER 2013
Training Workshop - List of Projects

Volunteers: Susie B. Assistin, Anita Volunteer, Willa Help, Linda Hand

Auxiliary donated $10 each month to Dare to Care Food Bank for 12 months

Four members donated $1 each to John Tracy Clinic at the September SEC, January SEC, April SEC, and Convention

Four members donated $1 each to PAWS at the September SEC, January SEC, April SEC, and Convention

Auxiliary hosted a Valentine’s Day Dance and Silent Auction to benefit the American Heart Association and had four volunteers total: three volunteers worked 4 hours each the day of the benefit and each lives 10 miles away from the event site; one volunteer spent 3 hours decorating the hall and taking tickets during the event and she lives 20 miles away from the event site; the volunteer in charge of the silent auction also spent 10 hours and drove a total of 110 miles to get donations of items for the silent auction; the Auxiliary spent $100 on decorations; one volunteer donated table cloths worth $20; another volunteer donated stationary valued at $20 for the programs and tickets; two volunteers spent 1 hour each selling tickets to the event; the Auxiliary spent $150 on the food; the AMVETS donated the meat which cost $50; two volunteers each brought a cake for dessert; one volunteer brought a dozen brownies; one volunteer brought a pie; the Auxiliary gave away $25 worth of door prizes; the band did not charge for the 3 hours they played; the Auxiliary raised $2500 and donated it all to the American Heart Association

Four members donated $10 each to Children's Miracle Network

Auxiliary sponsored an Angel Tree to supply food and Christmas gifts to two families, benefiting four adults and three children: the Auxiliary gave two members $200 each to spend on clothing and gifts; the two members spent 4 hours each and drove 40 miles each shopping for clothing and gifts and then spent 2 hours each wrapping the gifts; one member donated $30 worth of wrapping paper and supplies; one member drove 10 miles, spent $200 on food, and spent 3 hours and 45 minutes shopping for food and putting together the food baskets; four members rode together and drove 40 miles roundtrip to deliver the food baskets and gifts to the families

Auxiliary purchased $50 worth of American flags; two members carpooled to the cemetery which was 10 miles each way, and then spent 2 hours placing the flags on the graves of veterans

One member donated 1 pint of blood to the American Red Cross

Three members donated a total of $500 worth of gently used clothing to the Council for the Blind
<table>
<thead>
<tr>
<th>Project #</th>
<th>Project</th>
<th>Used Material</th>
<th>New Material</th>
<th>Cash Donations</th>
<th>Refreshments</th>
<th>Miles</th>
<th>Hours</th>
<th>TOTALS</th>
</tr>
</thead>
</table>
REPORTING

Reporting is Important Because:

- **Reporting** validates our organization's charter. It is documented proof that AMVETS Ladies Auxiliary actually fulfills its Aims and Purposes and helps qualify our organization to keep its federal tax exemption.
- **Reporting** provides the opportunity for the members of Local Auxiliaries to pause and review, with pride, the tremendous job they are doing. It gives them the opportunity to see all the projects they have done for the year come together in one picture and to realize that they have made a difference in their communities.
- **Reporting** shows that Auxiliaries standing side by side across the nation do accomplish great things.
- **Reporting** means belonging to an organization that CARES...an organization that SHARES...an organization that is concerned about those who need help.
- **Reporting** means belonging to AMVETS Ladies Auxiliary and being proud of it!!!

**What is Reported?**

The volunteer work that is done in our five Service Programs by life, annual and honorary members of AMVETS Ladies Auxiliary and by the youth volunteering in the name of AMVETS Ladies Auxiliary in these programs. The goods and services that Auxiliary members give to others, those outside of our organization.

Any service performed by members of AMVETS and AMVETS Ladies Auxiliary in offering material aid to the economically underprivileged and socially maladjusted, provided it has the prior approval of the Auxiliary and is recorded in the minutes.

The five service programs are:

**Child Welfare**
A program with projects benefiting children only. The Worchid program is reported under Child Welfare.

**Community Service**
A program with projects benefiting adults only or adults and children.

**Hospital**
A program with projects for any hospital. A hospital is defined as any institution providing health care service to the physically or mentally ill; this includes nursing care homes and convalescent homes [when medically staffed].

**Americanism**
A program with projects that promote Positive Americanism, Citizenship, and supports People-to-People and SOS (Serve our Servicemen and women) programs.

**Scholarship**
A program with projects that promotes scholarship. Remember that to receive credit for service work, the work must be carried out in the name of AMVETS Ladies Auxiliary and the project must be approved by the members of the Auxiliary at a meeting and recorded in the minutes of that meeting.

**When Are Reports Due?**
Reports are due twice each year: the Mid-Year report and the Annual report.
Each Department has its own deadlines. Local Auxiliaries should check with their Department for the deadlines for each of these reports.

It is the responsibility of the Local Auxiliary Service Chairman to make sure these reports reach the Department Service Chairman by the deadline. Local Auxiliaries in unorganized Departments report directly to the National Service Chairmen by December 1 and June 1.

The mid-year report covers the work done in the first six months of the reporting period, May 1 to October 31. The annual report covers all the service work done during the entire reporting period, May 1 to April 30.

Department Chairmen send their reports to the National Executive Committee woman by the deadlines set by their Departments. The National Executive Committee woman must send her Department’s reports to the National Service Chairmen postmarked no later than December 1 for the mid-year reports and June 1 for the annual report.

The National Service Chairmen report to the mid-year National Executive Committee and the Annual Convention.

**How is Service Work Reported?**

Reporting starts with:

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The Member
reporting to

↓

The Local Auxiliary Service Chairman
who sends the Auxiliary’s reports to

↓

The Department Service Chairman
who sends the Department’s report to

↓

The National Executive Committee woman
who mails the Department’s report to

↓

The National Chairman
who gives the National report to
Mid-year National Executive Committee Meeting
and
The National Convention
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**SERVICE REPORT GUIDELINES**

**Introduction**
As a service organization, AMVETS National Ladies Auxiliary encourages all Local Auxiliaries to actively support its established Service Programs, which are:

*Revised 9/1/16 (updated 9/1/18)*
Child Welfare, Community Service, Americanism, Hospital, and Scholarship.

Cash Donation programs are:

1. John Tracy Clinic (Child Welfare)
2. Paws® With A Cause (Community Service)
3. Freedoms Foundation (Americanism)
4. Scholarship (Scholarship)
5. St. Jude Children’s Research Hospital (Hospital)
6. James H. Parke Scholarship (VAVS)
7. National President’s Project

Cash donations are to be sent from the Local Auxiliary to Department to National.

Local Auxiliaries are encouraged to report their volunteer service work in order to substantiate that AMVETS Ladies Auxiliary is a volunteer service organization.

Reporting periods are as follows: May 1 to October 31 for the mid-year report May 1 to April 30 for the annual report.

Local Auxiliary Service Report Forms are due to their Department Service Chairmen and/or District, according to Department procedures.

Departments shall report to the National Service Chairmen through their NECwoman, no later than December 1 and June 1.

Local Auxiliaries in unchartered Departments are to submit Service Report Forms, by the deadline date as published by National Headquarters, directly to the National Service Chairmen no later than December 1 and June 1.

Local Auxiliaries should keep records of all service program activities; recording volunteers by name, number of hours, monies expended, any new or used materials donated, refreshments and miles traveled so that all information will be available when reports are due.

Projects

A PROJECT is any activity performed under the Service Programs listed above. All program activity must receive prior approval at a regular meeting of an Auxiliary, be duly passed and recorded in the Auxiliary minutes and performed in the name of AMVETS Ladies Auxiliary to be recorded on Service Report Forms.

A volunteer cannot come to her Auxiliary meeting and say she had performed some service and claim credit for this service -- she must have had PRIOR approval of her Auxiliary.

Projects are to be counted each time a service is performed regardless of how many times the same service is given, i.e. a monthly bingo party at a hospital for twelve (12) months would be counted as twelve (12) PROJECTS, five (5) different parades would be five (5) PROJECTS and canceled stamps, coupons, etc. to four different institutions would be four (4) PROJECTS.

Do not say “Holiday Parties at Jones Institute”; this tells the Department Chairman nothing. Say, “sponsored seven (7) holiday parties at a home for the mentally challenged benefiting fifty-two (52) patients.

Do not say, “collected funds for the March of Dimes say, “six (6) volunteers collected five hundred ($500.00) for the March of Dimes,” etc. Do not use given names in reporting work in any institution, hospital, camp, school, etc. Any service activity performed for members of AMVETS and Auxiliary in offering material aid to the economically underprivileged and socially maladjusted maybe reported providing it has received PRIOR approval.

Revised 9/1/16 (updated 9/1/18)
Volunteers
Each member or honorary member working in the name of AMVETS Ladies Auxiliary is a VOLUNTEER. Volunteers are counted ONLY ONCE during the year for each program, regardless of how many projects participated in. Volunteer hours are accumulative and should be recorded under the volunteer’s name.

Hours
Volunteer hours are the actual times spent on a project. Hours are computed at twenty ($20.00) dollars per person per hour. Do not report hours spent in travel unless the project is a tour. Time spent for travel to and from a VA Medical Center and or Medically staffed Nursing Home shall be counted ONLY on the Hospital Service Report Forms.

Hours for professional entertainers are computed at twenty ($20.00) dollars per person, per hour and reported as cash donations.

Any type of sewing and home crafts is reported as volunteer hours.

Hours spent in GENERAL FUND RAISING CANNOT BE REPORTED: the dollar value is reported at the time of expenditure either as a donation, new material, gifts, etc.

Hours spent in soliciting for national public fund drives may be reported BUT NOT the monies collected.

Hours spent in preparing articles for distribution, shopping, etc. may be reported. Hours spent in compiling bonus points and canceled stamps may be reported.

Coupon evaluation shall be $10.00 for every 100 coupons, with one hour per 100 coupons.

Hours served in hospitals, other than a VA Medical Center, may be reported under the Hospital Program.

Voluntary hours rendered by members and honorary members, with the approval of AMVETS National Ladies Auxiliary, may be reported on all programs.

National, Department, District or Regional Officers may credit her hours to the Local Auxiliary when the activity in which she participated involved the duties of the respective office she holds. A member may credit hours to the Local Auxiliary, excluding the VAVS Program.

Mileage
Mileage is to be computed at fifty (.50) cents PER MILE, PER CAR, ROUNDTTRIP.

Refreshments
The value of any refreshments donated in connection with an activity may be reported. The actual cost of any purchased refreshments may be reported.

Home baked goods are to be reported as follows:

- Cakes: $12.00 each
- 24 cupcakes: $12.00
- Cookies/Brownies/Bars: $7.50 per dozen
- Pies: $15.00

Meals served in homes are to be reported as follows:

- Breakfast: $7.50 each
- Lunch: $15.00 each
- Dinner: $22.50 each

Revised 9/1/16 (updated 9/1/18)
**Cash Donations**

A cash donation is any monetary contribution which benefits an activity which reflects the basic programs of AMVETS Ladies Auxiliary, i.e. Child Welfare, John Tracy Clinic, Day Care Centers, etc.

Cash donations are to be reported as such on the report form.

**New Materials**

The full purchase price of homemade items, gifts and any type prizes, etc. are to be reported, plus time involved.

Blood donations are evaluated at one hundred ($100.00) dollars per pint on the Community Service Form.

**Used Materials**

The donation of any type of used materials may be reported. Evaluate used materials as follows: clothing, home furnishings, etc. – estimate value considering condition and purchase price when new.

<table>
<thead>
<tr>
<th>Item</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dress suits</td>
<td>$52.50</td>
</tr>
<tr>
<td>Dress slack</td>
<td>$11.25</td>
</tr>
<tr>
<td>Work pants/jeans</td>
<td>$7.50</td>
</tr>
<tr>
<td>Car/Winter coat</td>
<td>$37.50</td>
</tr>
<tr>
<td>Snow suits</td>
<td>$30.00</td>
</tr>
<tr>
<td>Sport jackets</td>
<td>$22.50</td>
</tr>
<tr>
<td>Men's sweaters</td>
<td>$7.50</td>
</tr>
<tr>
<td>Shirts</td>
<td>$4.50</td>
</tr>
<tr>
<td>Men's Jerseys/T-shirts</td>
<td>$3.00</td>
</tr>
<tr>
<td>Boots</td>
<td>$10.50</td>
</tr>
<tr>
<td>Men's shoes</td>
<td>$12.00</td>
</tr>
<tr>
<td>Raincoats</td>
<td>$11.25</td>
</tr>
<tr>
<td>Ties/Belts</td>
<td>$4.50</td>
</tr>
<tr>
<td>Caps/Scarves</td>
<td>$1.50</td>
</tr>
<tr>
<td>Undershirts</td>
<td>$1.50</td>
</tr>
<tr>
<td>Undershorts</td>
<td>$1.50</td>
</tr>
<tr>
<td>Socks</td>
<td>$.60</td>
</tr>
<tr>
<td>Men's PJ's</td>
<td>$6.00</td>
</tr>
<tr>
<td>Men's Slippers</td>
<td>$3.75</td>
</tr>
<tr>
<td>Men's Robes</td>
<td>$9.00</td>
</tr>
<tr>
<td>Men's Joggers</td>
<td>$10.50</td>
</tr>
<tr>
<td>Summer shorts</td>
<td>$3.75</td>
</tr>
<tr>
<td>Gloves</td>
<td>$2.25</td>
</tr>
<tr>
<td>Blankets</td>
<td>$10.50</td>
</tr>
<tr>
<td>Pillow</td>
<td>$6.00</td>
</tr>
<tr>
<td>Drapes</td>
<td>$15.00</td>
</tr>
<tr>
<td>End Tables</td>
<td>$30.00</td>
</tr>
<tr>
<td>Vacuum</td>
<td>$45.00</td>
</tr>
<tr>
<td>Refrigerator</td>
<td>$75.00</td>
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<tr>
<td>Color TV</td>
<td>$75.00</td>
</tr>
<tr>
<td>Chest</td>
<td>$52.50</td>
</tr>
<tr>
<td>Floor lamp</td>
<td>$22.50</td>
</tr>
<tr>
<td>Chair</td>
<td>$37.50</td>
</tr>
<tr>
<td>Bicycle</td>
<td>$37.50</td>
</tr>
<tr>
<td>Dresses</td>
<td>$10.50</td>
</tr>
<tr>
<td>Jogging suit</td>
<td>$15.00</td>
</tr>
<tr>
<td>Slacks</td>
<td>$10.50</td>
</tr>
<tr>
<td>Blouse/Smocks</td>
<td>$5.25</td>
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<tr>
<td>Ladies shoes</td>
<td>$9.00</td>
</tr>
<tr>
<td>Panties</td>
<td>$0.75</td>
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<tr>
<td>Ladies sweaters</td>
<td>$7.50</td>
</tr>
<tr>
<td>Shells</td>
<td>$1.50</td>
</tr>
<tr>
<td>Full slips</td>
<td>$2.25</td>
</tr>
<tr>
<td>Half slips</td>
<td>$1.50</td>
</tr>
<tr>
<td>Gowns/PJ's</td>
<td>$6.00</td>
</tr>
<tr>
<td>House slippers</td>
<td>$3.00</td>
</tr>
<tr>
<td>Bras</td>
<td>$1.25</td>
</tr>
<tr>
<td>Skirts/Culottes</td>
<td>$6.00</td>
</tr>
<tr>
<td>Robes</td>
<td>$7.50</td>
</tr>
<tr>
<td>Coats-Snow suits</td>
<td>$22.50</td>
</tr>
<tr>
<td>Hankies</td>
<td>$.50</td>
</tr>
<tr>
<td>Bed jackets</td>
<td>$6.00</td>
</tr>
<tr>
<td>Girl's jackets</td>
<td>$9.00</td>
</tr>
<tr>
<td>Ladies jackets</td>
<td>$9.00</td>
</tr>
<tr>
<td>Sweatshirts/pants</td>
<td>$4.50</td>
</tr>
<tr>
<td>3 pc Slacks suit</td>
<td>$30.00</td>
</tr>
<tr>
<td>Purses</td>
<td>$3.00</td>
</tr>
<tr>
<td>Bedspreads</td>
<td>$15.00</td>
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<tr>
<td>Sheets</td>
<td>$6.00</td>
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<tr>
<td>Kitchen table set</td>
<td>$127.50</td>
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<tr>
<td>Washing machine</td>
<td>$75.00</td>
</tr>
<tr>
<td>Dryer</td>
<td>$75.00</td>
</tr>
<tr>
<td>Stove</td>
<td>$75.00</td>
</tr>
<tr>
<td>Bed/mattress/spring</td>
<td>$112.50</td>
</tr>
<tr>
<td>Sofa</td>
<td>$75.00</td>
</tr>
<tr>
<td>Table lamp</td>
<td>$12.00</td>
</tr>
<tr>
<td>Desk</td>
<td>$67.50</td>
</tr>
<tr>
<td>Radio</td>
<td>$15.00</td>
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</tbody>
</table>

*Revised 9/1/16 (updated 9/1/18)*
<table>
<thead>
<tr>
<th>Item</th>
<th>Evaluated Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>China Cabinet</td>
<td>$75.00</td>
</tr>
<tr>
<td>Curtains</td>
<td>$9.00</td>
</tr>
<tr>
<td>Ladies Jerseys/T-shirts</td>
<td>$4.50</td>
</tr>
<tr>
<td>Wardrobe</td>
<td>$52.50</td>
</tr>
<tr>
<td>Studio couch</td>
<td>$112.50</td>
</tr>
<tr>
<td>Steel-toed boots/shoes</td>
<td>50.00</td>
</tr>
</tbody>
</table>

**Item**

- Baby and children’s clothing .................................. half (1/2) retail price
- Used greeting cards ........................................... $10.00 per one hundred (100)
- Canceled stamps .................................................. $4.00 per one hundred (100)
- Hearing aids ..................................................... $100.00 each
- Used eyeglasses ................................................... $50.00 each
- Portion of eyeglasses ......................................... $10.00
- Old jewelry ....................................................... $10.00 per pound when packaged
- Bonus points, etc ................................................ valued as printed on item
- Campbell’s product labels ..................................... $.10 per label
- Cash register receipts ......................................... applied at full value
- Pull tabs ........................................................... $5.00 per pound and no other evaluation taken
- Paperback books .................................................. half (1/2) retail price
- Magazines ........................................................... half (1/2) retail price
- Frequent flyer miles ............................................ $.05 per mile
- Hair donated for wigs for cancer patients .................. $100.00
- John Tracy Clinic Bears (new materials) ...................... $35 per bear all inclusive
- Paws Puppy Pads .................................................. $30 per pad all inclusive
- Used computer Ink Cartridges ................................... $5.00 each
- Coupons .............................................................. 1 hour for 100 coupons with a $10.00 evaluation
- Cell phones (with or without charger) ......................... $50.00
- DVD’s – new .......................................................... Full value
- DVD’s – used .......................................................... $10.00
- 8 Track tapes, cassettes, VHS tapes, records, albums .... $5.00
- Go Green Recycling (plastic bottles, grocery bags, Cans, paper and cardboard) ....................... $.05 per item or per pound for paper
- Empty ice cream containers ...................................... $.05
- Milk/ Plastic Caps ................................................ $.05
- Used Pill Bottles ................................................... 50 bottles = $10.00 evaluation, 1 hour
- **Pull-tab phone cards** ........................................ $1.00 per card (reported under Americanism)

**Lodging**

Providing lodging for military service personnel, children and adults as a gratis service is to be reported on the Service Report Form.

Lodging is to be evaluated at $60.00 per night, per person. Any additional services in connection with lodging are to be reported as performed, such as, refreshments, medication, clothing, under the proper categories on the report form.

**Americanism Program**

October is Freedoms Foundation Month.

Any project that portrays or instills patriotism is reported on the Americanism Report. Donations to Freedoms Foundation are reported under Americanism. Attendance at Freedoms Foundation Seminars is urged.

Other donations to be reported are: Project HOPE, **Freedom from Hunger**, CARE, etc.
Child Welfare Program
April is John Tracy Clinic Month.

Any project benefiting children only is to be reported on the Child Welfare Report, this includes service performed for Junior AMVETS, Worchid, and John Tracy Clinic for preschool deaf children.

Any project involving scouts which has the approval, may be reported even though they are not sponsored by the Auxiliary or Post

Community Service Program
March is PAWS With A Cause® month. PAWS With A Cause® is an organization that provides trained dogs for hearing impaired and mobility impaired handicapped.

Any project benefiting adults or any project benefiting adults and children at the same time is reported on the Community Service Report, this includes VSP (Very Special People) program.

All projects for Senior Citizens homes, homes for the aged and retirement centers to be reported under Community Service Report.

All blood donations are to be reported on the Community Service Report.

Hospital Program
November is St. Jude Children’s Research Hospital month.

Volunteer service work performed in any hospital may be reported.

A hospital is defined as any institution providing health care services to the physically or mentally ill; this includes nursing care homes and convalescent homes (when medically staffed).

Actual hours spent in any hospital or in direct contact with the patient may be applied towards Hospital Pins and Hour Bars. Hours spent in travel may be counted only on Hospital Service Report form. VAVS Representative and/or Deputy hours spent at VAVS meetings are to be reported to their Local Auxiliary.

Any type of sewing or crafts performed outside of the hospital are to be reported as volunteer hours.

Scholarship Program
February is Scholarship Month.

Any project that contributes to education is reported on the Scholarship Report. All work done for any Scholarship is reported on the Scholarship Report Form.

Youth Program
All youth volunteers (under the age of 18) are to be reported on a separate Service Report Form.

A list of the volunteers and their hours served in the respective program should be attached to the Service Report Form.

Youth volunteers are those youths who work in the names of AMVETS or AMVETS Ladies Auxiliary. Youth volunteers include Junior AMVETS.

Youth Volunteers receive one blanket certificate for their volunteer service.